

# OFFICE OF THE HOUSE MINORITY LEADER INTERNSHIP OPPORTUNITY



## **GRAPHIC DESIGNER/ DIGITAL MEDIA INTERN**



**ABOUT** The Office of Illinois House Minority Leader Tony McCombie is looking for an Intern to join our experienced design team. Under the supervision of the digital media senior staff, a successful candidate will create graphics and creatively assist on a variety of printed and digital projects that may include event invitations, brochures, flyers, postcards, PowerPoint presentations, social media graphics and posts, website graphics, and more.

**LOCATION** Springfield or Chicago, IL

**POSSIBLE DATES OF INTERNSHIP:**  
May 2024-September 2024

**SALARY:** \$16.50 per hour

**HOURS:** Up to 35 hours per week

### **REQUIRED SKILLS:**

- Knowledge of graphic design processes
- Proficiency in Adobe Creative Suite required
- Must possess design talent, creative energy and organizational skills
- Ability to effectively meet deadlines
- Ability to communicate effectively, both verbal and written while possessing good interpersonal communication skills
- Knowledge of design principles such as color theory, hierarchy and composition
- Ability to work independently and in a team environment

### **RESPONSIBILITIES:**

- Assist with design of printed and digital projects
- Conceptualizes ideas for presentations
- Conducts project-related research
- Prepares files for output
- Supports collateral materials
- Assists with social media content creation.

To apply, please visit [indeed.com](https://www.indeed.com) or our [hrscareers.com](https://www.hrscareers.com) website. Ensure your application includes your resume, cover letter, and either three examples of your work or a link to your portfolio.