



## Social Media and Graphic Design Internship Description

Job title: Social Media and Graphic Design Intern  
Application Deadline: Friday, December 15  
Internship dates: Monday, January 8, 2018 – Friday, May 4, 2018  
Time commitment: 10-15 hours/week  
Office location: Flexible balance of in/out office time

### Overall Job Purpose

The Social Media and Graphic Design Intern is responsible for supporting GFA's communications strategy through the development of digital and print media design pieces and content for social media posts. The intern will be instrumental in increasing our social network and gaining visibility to strengthen the brand of GFA across key social media channels including Facebook, Twitter, Instagram, and YouTube. The intern will assist with the development and design of graphics, event materials, and a variety of other creative tasks as assigned.

### Responsibilities

#### Social Media Community Management

- Assist GFA with social media accounts (e.g. Facebook, Twitter, Instagram, and YouTube) ensuring uniform content and tone of voice is reflective of GFA and the forestry community in Georgia.
- Monitoring and participating in current and evolving conversations on all platforms

#### Graphic Design Development

- Creating digital artwork for the promotion of the GFA brand
- Developing graphic design materials for print, events, and other projects as assigned
- Organizing existing assets and photography/stock inventory

### Requirements

- Seeking a degree in Marketing, Communications, or another degree transferrable
- Must be proficient in design programs including Adobe Creative Suite (e.g. InDesign and Illustrator)
- Familiarity with key social tools (e.g. Hootsuite) and the Microsoft Office Suite
- Interest in the mission of GFA and the Georgia forestry community
- Excellent communication skills (written and verbal)

### How to Apply

Please submit your resume and graphic design portfolio to Megan Frame, [megan@gfagrow.org](mailto:megan@gfagrow.org).