



Graphic Design Remote Intern

TLT- Leading Leaders

About This Position

The TLT- Tomorrow's Leaders Today internship consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge. Each Intern will be exposed to the daily tasks related to their graphic design, marketing, advertising, writing, journalism educational track (projects, meetings, and creative brainstorming), as well as necessary nonprofit and corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will receive the benefit of partaking in the inner workings of a successful and established non-profit organization.

Key responsibilities

TLT-Tomorrow's Leaders Today is currently seeking an intern to assist with the creation of graphic designs for events and social media posts. In addition, interns will be responsible for presentations and blog posts for the non-profit's website.

Typical duties include some or all:

- Create graphics and/or blog posts
- Review, update, and/or create marketing material
- Create content working with other team members on specific topic or event and establish scheduling of social media release of content
- Create a video or presentation to be used for virtual and/or in person events
- Create a course presentation
- Create a swag/advertising campaign

- Review, revise, or suggest ideas around current branding policy and procedure
- Create a video used in marketing campaigns to thank donors or share information about organization
- Create a newsletter
- Design an impact report

Qualifications:

- Currently pursuing a career in graphic design, marketing, advertising, writing, or journalism
- Excellent writing and editing skills
- Intellectual curiosity and an ability to understand the client's perspective
- Microsoft Office knowledge (strong Excel and/or PowerPoint skills is a plus)
- Knowledge of graphic design software and work in a wide variety of media
- Effective time management skills (deadlines/results driven)
- Strong interpersonal and communication skills

Work Schedule: Flexible, minimum 6 to 12 hours per week commitment required

Mandatory Weekly Team Meetings based on team –

Team AM – Tuesday at 11:30 am- 12:30 pm

Team PM – Tuesday at 5:30 pm – 6:30 pm

Weekly team meetings and bi-weekly one-on-one coaching sessions are held under the supervision of a supervisor.

About TLT - Tomorrow's Leaders Today

TLT: Tomorrow's Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration, and mentorships with community & business leaders for the collective benefit of the students and their communities.

Compensation

TYPE

Unpaid

DURATION

Temporary / Seasonal

Company Details

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Denton County, Texas

WEBSITE

<https://www.TLTLeaders.org>

SOCIAL MEDIA

<https://www.facebook.com/TLTLeaders.Org>

<https://www.instagram.com/ttleaders/>

<https://www.linkedin.com/company/64271191>

<https://twitter.com/TLTLeaders>

https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QvTJR0Ww

WORK AUTHORIZATION REQUIREMENTS

US work authorization is required

Contact Information

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