

# Graphic Design Intern, Spring 2021 Job Description

## Organization

Wallin Education Partners (Wallin EP) is a college completion program which focuses on ensuring post-secondary success for underrepresented Minnesota students. Wallin EP has a rich history and a proven model which results in some of the highest college graduation rates in the country. The impact of our program is an exceptionally high graduation rate (90% or higher), less debt for graduates, diverse talent for our community, and maximum impact for our donors. In 2019, Wallin Education Partners received national recognition by being named the Scholarship Provider of the Year by National Scholarship Providers Association.

## Who should apply, and what skills are needed?

We are looking for a creative individual to support our Marketing and Communications efforts as a graphic designer. The skills needed are:

1. **Graphic Design** - Experience with one or more: Photoshop, Illustrator, InDesign, Lightroom, or other graphic design software. Portfolio/work shown is important.
2. **Communication** - Effective at communicating in written and verbal form. Ability to write emails, messages, newsletters, and content for our community.
3. **Social Media** - Experience creating and scheduling social media content. Experience with Hootsuite, Facebook, Instagram, or LinkedIn.

We are looking for a committed and responsible individual who can work effectively in a fast-paced environment. This person will be working in a hybrid model working from home and the Wallin office in Saint Paul, MN.

## Timeline

8-16 hours per week (average) • \$15 per hour

Spring 2021 – Monday, January 10 – Friday, May 13<sup>th</sup>

Start and end dates are flexible. Hours are weekly and will be determined in the interview process.

## Purpose

Support the organization's communication and marketing efforts to advance the mission of Wallin Education Partners through creative work and communications.

## Projects

Graphic Design Intern will be supporting our creative efforts as we launch our 30<sup>th</sup> Anniversary Year and all the creative content for this campaign including graphics, print outs, social media posts, web pages, emails, blogs, brochures, posters, flyers, invites, and other digital and printed content. Support will be needed for other marketing projects as necessary.

## To Apply

**Email a cover letter, resume, and previous work to:**  
**Jean Carlos Diaz, Manager of Marketing, Communications, and Alumni Relation, at**  
**[JeanCarlos.Diaz@wallinpartners.org](mailto:JeanCarlos.Diaz@wallinpartners.org) by **Tuesday, December 7, 2021****