

**Internship Description: Graphics Specialist Intern**

**Start Date:** As soon as possible

**Minimum Commitment:** 1 to 2 terms (4-6 months, 6-8 hours/week or more).

Preference given to 6 month commitment.

**Duties and Responsibilities:**

The Graphics Specialist Intern requires advanced technical ability in the coordination of developing and creating related graphics projects through Photoshop (or online with Canva) and/or InDesign and/or Microsoft Powerpoint. As a technical graphics expert, work requires the exercise of a high degree of independent judgment and initiative and is reviewed through staff meetings and evaluation of results. We're looking for someone who wants to work with a team where we juggle multiple projects on tight deadlines.

**Essential functions include:**

- Producing work with computer graphics/desktop publishing software (Canva, Photoshop, InDesign, etc.)
- Producing graphs, drawings, sketches
- Preparing visual aids for public education and media
- Preparing and maintaining files and records

The Graphics Specialist Intern reports directly to the Executive Director and Communications Manager.

In addition to a passion for environmental justice, applicants should have intermediate level knowledge of one of the most commonly used graphics/photo manipulation software tools, such as Adobe Photoshop and/or Canva (online), as well as familiarity with Microsoft PowerPoint and some basic internet research skills. Some familiarity with the google suite of tools and/or Excel and a strong project support background, preferably in non-profits, is desirable.

**Benefits:**

There is no stipend associated with intern positions at Beyond Toxics. Benefits include:

1. Excellent springboard for those seeking career in environmental or professional graphics work
2. Strengthened research, writing and production skills
3. Connections to individuals within the field
4. Increased understanding of pesticides, environmental and social justice, chemical policy reform, environmental science, grassroots organizing and policy issues
5. Experience working for an established non-profit in a fast-paced work environment
6. Increased understanding of effective routes to progressive reform

To apply, please send a resume with "Graphics Specialist Intern" in the subject line to: [volunteers@beyondtoxics.org](mailto:volunteers@beyondtoxics.org). Feel free to call (541-465-8860) or email us with any questions.