

SOKY INTERNSHIP PROGRAM

Graphic Design Internship

Special Olympics
Kentucky



Overview: This internship is intended to give an overall experience with Special Olympics Kentucky but will be primarily focused on helping create original and reworking existing designs for Special Olympics Kentucky and all our hosted events in which may include posters or banners, social media content, style guides, t-shirts and other marketing related collateral. Hours per week will be determined by student and/or class requirements. This is an unpaid internship with days of the week being flexible.

Supervisors: Will work primarily under the direction of our Communications and External Affairs Director but may work with several other SOKY staff members depending on the assignment for the day/week.

Location: SOKY State Office (Frankfort, KY)

Timeline: Determined by student and school requirements

Duties/Responsibilities:

- Participate in department meetings and activities respective to the role
- Develop and create original designs for events and social media
- Assist Development team with ideas and content for SOKY and our special events
- Assist Programs team with ideas and content for SOKY and our area, regional and state events

Qualifications:

- Experience with PC Microsoft Windows and the programs associated with Windows in particular but not limited to; Outlook, Word, Excel and Power Point.
- Experience in Photoshop, Word Press, Adobe and InDesign
- Familiarity with various social media platforms
- Digital photography/videography skills
- Strong attention to detail
- Strong oral and written communication skills
- Currently enrolled in college
- Must have a valid driver's license along with reliable transportation
- Must be able to commit to a regular schedule
- Represent Special Olympics Kentucky in a professional manner
- Must complete the on-line Special Olympics Kentucky Volunteer Orientation and the on-line Protective Behaviors Course.

Additional:

- Expenses covered during travel related to events to include food and housing. There will be access to a company van to use for official business when asked to go from Frankfort to a destination and back.
- Office resources provided on site; designated work area, computer, telephone and access to copier, fax and full kitchen.

INTERESTED INDIVIDUALS PLEASE CONTACT TEAM SPORTS AND COACH EDUCATION PROGRAM DIRECTOR, HUNTER BRISLIN AT 502-695-8222 OR HBRISLIN@SOKY.ORG