

Ulman Cancer Fund- Intern, Multimedia & Graphic Design

REPORTS TO: Program Coordinator, Graphic Design & Multimedia

LOCATION: 1215 E. Fort Ave., Suite 104, Baltimore, MD 21230

STANDARD OFFICE HOURS: 9 AM – 5 PM, Monday – Friday

Ulman Cancer Fund for Young Adults (UCF) is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

POSITION OVERVIEW:

As an intern working with the Program Coordinator, Graphic Design & Multimedia, you will be responsible for supporting UCF's overall marketing and communication efforts through the development of creative and marketing assets. Working closely with the Program Coordinator and the program teams, this position is an opportunity to gain hands-on experience in an open, fun, and collaborative environment. You will have the opportunity to increase UCF's presence within the cancer community as well as influence the community to engage UCF's mission through print, web, and video mediums.

Based on skill and desire, specific position projects may include:

Photo/Video shooting and editing

- Capture and edit videos and photos to highlight events
- Create an educational videos on UCF's services to educate new supporters
- Create spotlight videos of members of our community and their connection to the organization and cancer

Web & Social media

- Create compelling and engaging social media posts
- Publish weekly articles to Ulman Blog
- Support the day-to-day management of social channels

Print and Digital design

- Design general and event specific UCF flyers and marketing material
- Create theme and layout for reports
- Help tell the Ulman brand story and ensure our vision and message is clearly, visually, and professionally presented

Essential Skills

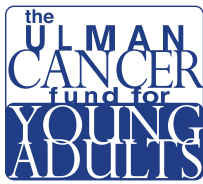
- Able to multi-task
- Verbal and written communication skills are critical
- Able to work both independently and in group settings
- Understanding of mission and programs of organization
- Displays knowledge, understanding and competency in the area of graphic design

Design & Marketing Skills:

- Photography – ability to capture, re-touch, color correct and manipulate images.
- Graphic design – ability to create illustrations, graphics and presentations using Adobe Creative Suite (including Photoshop, InDesign, Illustrator, etc.). Designs should be prepared for both print and web optimization.
- Video – ability to shoot and edit video pieces using imovie, Final Cut/Pro, or Adobe Premiere. (*Experience with Adobe After Effects a plus)
- Web – ability to update websites working in wordpress. Some coding knowledge Preferred.

ulmancancerfund.org > 410.964.0202 > info@ulmanfund.org

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- Social Media – understanding latest trends and experience in using social media channels including Facebook, Twitter, Instagram, Snapchat, and Youtube.
- Experience with copywriting for print and web

Educational requirements, credentials or licenses required:

- High School Degree: Required

To Apply

Interested candidates should submit a cover letter, resume and their portfolio website or curated portfolio to jobs@ulmanfund.org with “Intern, Multimedia & Graphic Design” as the subject line.

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