



## ***JOB OPPORTUNITY***

### **Graphic Design Intern**

Mission San Juan Capistrano is seeking a talented and driven Graphic Design Intern working part time in this temporary position Monday through Thursday from June 17<sup>th</sup> through August 31<sup>st</sup>. The Graphic Design Intern is responsible for providing support for the marketing department through a variety of channels, print, digital, web and other as assigned. The Graphic Design Intern will report to the Brand Marketing Director and will assist with the development and design of Mission San Juan Capistrano's graphics, collateral, signage and a variety of other creative tasks as assigned. The Graphic Design Intern will also be assigned various website updates utilizing WordPress and email marketing content using Constant Contact. The Graphic Design Intern should also be familiar with social media platforms.

The Graphic Design Intern's primary duties include but are not limited to:

- Assist with collateral development via Adobe InDesign, Illustrator and Photoshop
- Assist with signage development via Adobe InDesign, Illustrator and Photoshop
- Assist with website updates via WordPress
- Assist with content development for Constant Contact and social media platforms
- Assist with survey development via Survey Monkey
- Capture and prepare images to coincide with social media posts, marketing emails and website
- Research support tasks
- Other projects as assigned

Job Requirements:

- Excellent computer knowledge for both MAC and PC environments
- Must be proficient in basic design programs including Adobe Creative Suite's InDesign, Illustrator and Photoshop
- Must be proficient in WordPress and Constant Contact
- Must be proficient in social media platforms including Facebook and Instagram

To apply: <http://www.missionsjc.com/about/jobs> or by calling HR at 949-234-1308