

Title: Creative Designs Specialist

About: Spring 2024 Semester | **4 Credit-Bearing Internship** | Unpaid

Schedule: The CDS will be joining our bi-weekly and recruitment meetings, and meeting regularly with their direct supervisor for guidance/check-ins.

Number of Vacancies: For the Spring 2024 semester, we are looking to hire **1** individual for this role.

About HEROES:

The HEROES Youth Mentoring program was designed in 2019 as a virtual mentorship program with an aim of helping underserved New York students pave a way for opportunities throughout high school. It is important for students to feel prepared during and after high school and our program provides 1:1 mentorship to help mentees throughout the state explore their career pathway and lifelong passions.

About Position:

Our Creative Designs Specialist will:

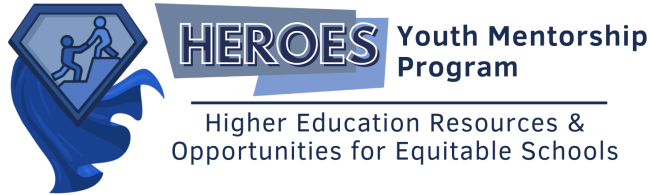
- Develop visually stunning and effective graphic designs using Canva to meet project objectives
- Generate creative ideas and concepts, translating them into visually appealing designs that captivate and engage the target audience
- Implement and integrate brand guidelines into design projects, ensuring a consistent visual identity across all materials
- Work collaboratively with different teams, actively participating in brainstorming sessions and incorporating feedback into designs
- Download designs as PDFs, JPEGs, and upload them to Google Drive

Required Meeting Times:

- Hours for this role are very flexible based on schedule

Training:

- All leadership team members will undergo thorough training in December
- Training dates are TBD – will be decided collectively



Qualifications:

Candidates applying for this role should:

- Be an enrolled undergraduate student at an accredited 4-year college
- Be able to receive academic credit for the internship (we cannot accept volunteers)
- Have experience using Canva, Google Drive systems, and Instagram
- Have strong autonomy and ability to work collaboratively with others
- Be immensely creative in their approach to design
- (+) Plus if you are bilingual

You will gain:

1. Strong experience working at a non-profit focusing on Social Media Management & Marketing
2. A rewarding career experience supporting our most needed students
3. Internship Credit (working with your host university)

To Apply:

1. Please email Jose Romero at jromero@heroesyouthmentorship.org with the following:
 - a. Updated Resume
 - b. Cover Letter

The Priority deadline is **December 15th** & interviews will be held on an ongoing basis until the position is filled. Only qualified applicants will be contacted.