

Invest Buffalo Niagara - Graphic Design Internship

Posted December, 2022

Hours: 15-20 hours per week

Invest Buffalo Niagara (InBN) is the region's nonprofit, privately funded economic development organization representing the eight counties of Western New York. The organization markets Buffalo Niagara as an attractive place to expand or relocate business with the mission to create new jobs and investment.

InBN is seeking a talented Graphic Designer who loves Buffalo, to support our Marketing team! The position calls for a unique orientation to provide a broad range of graphics for InBN initiatives, The Buffalo Niagara Partnership, and other economic development partners. Intern would report directly to our InBN Graphic Designer, and secondarily to our InBN Marketing Manager. All matters internal to the organization are to be kept confidential.

InBN offers an exciting work environment with the potential to gain exposure to an in-house creative setting while provided the opportunity to utilize design skills in a corporate culture.

Required Skills

- Proficient in Adobe Suite and Office products with strong computer skills
- Demonstrated understanding of graphic design and layout basics, best practices, current techniques, and trends. Experience in a variety of graphic formats a plus.
- Demonstrates strong creativity and communication skills
- Ability to work both independently and within a team setting
- Self-motivated in remote work environment
- Ability to multi-task, shift priorities, and meet deadlines
- Students in their junior or senior year pursuing a degree in graphic design / communication design

Responsibilities

- Develop concepts, design layouts, and edit based on feedback for assigned graphic projects that may include but not limited to:
 - o Print materials such as postcards, sell sheets, brochures, special reports, ads
 - o Digital graphics for website banners, social media cards, power point templates, email/newsletters layouts
 - o Organizing photo assets
- Designs accurate, consistent, and follows creative brand standards
- Finalize projects for production ready

How to apply

- Applicants must submit a cover letter, resume and samples of work to chall@buffaloniagara.org
- A portfolio is required when interviewing
- Position may be used for course credit or as paid internship