



**United Way
of Greater Rochester
and the Finger Lakes**

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES INTERNSHIP OPPORTUNITY

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy.

JOB TITLE: WEB DESIGN INTERN

FLSA CLASSIFICATION: Unpaid Internship for college credit

REPORTS TO: Director of Marketing & Communications

SUMMARY

United Way of Greater Rochester is seeking a summer graphic design intern. This position is for current juniors or seniors studying graphic design and requires a 10 hour/week commitment. The position is unpaid and may qualify for school credits.

DUTIES AND RESPONSIBILITIES

- Designing engaging and responsive landing pages
- Integrating client CMS programs and data feeds into websites
- Employing industry and design best practices through the website review and build process
- Ensuring website function and stability across devices i.e. desktop, mobile, tablet
- Working with marketing and research teams to incorporate brand elements and relevant market research findings into the website
- Providing internal support and external customer service throughout the build and launch process of the website
- Other tasks as directed by Director

REQUIREMENTS

- Web Design
- Digital Media
- Google analytics
- Graphic Design
- HTML
- CSS
- Adobe Suite – Photoshop, Illustrator, InDesign
- Familiar with User Experience (UX) and User Interface (UI)

SUPERVISORY RESPONSIBILITY

None

TRAVEL

Local travel may be required on an occasional basis

EDUCATION AND EXPERIENCE

Studying toward a degree in Marketing & Communications, Graphic Design or related field. Must be able to obtain college or university credit as a sponsored internship. This is an unpaid internship.

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status, or status as a member of any other protected group or activity.