



## **Creative Design Associate:**

### **Description:**

The Massachusetts Nonprofit Network is the voice of the nonprofit sector in Massachusetts and understands that strong nonprofit organizations build strong communities. MNN is the only statewide organization dedicated to supporting nonprofits through policy, awareness and capacity building strategies. MNN includes nearly 500 member organizations, representing every part of Massachusetts—from the Berkshires to the Cape. MNN is seeking a Creative Design Associate intern to support our work advancing the nonprofit community throughout Massachusetts, specifically through the development of branded materials. This is a highly rewarding job in a great working environment with wonderful networking opportunities, including professional growth opportunities and exposure to very significant contacts.

### **Details & Benefits:**

- **Monthly T Link Pass provided.**
- Unpaid internship. Start date is negotiable.
- Minimum of 15 hours per week: Monday to Friday.
- Flexible schedule available during normal business hours.
- School holidays and vacations will be respected.

### **Location:**

- 89 South Street, Suite 603, Boston, MA 02111 (One block from South Station)

### **Duties:**

- Work closely with the Communications Director to expand and enhance the organization's brand
- Execute design work that reflects that brand, including external marketing documents, event invitations, programs, electronic graphics and other materials as needed
- Works with vendors, such as printers, programmers, developers or other technicians, to complete the products

### **Preferred Qualifications:**

- Actively enrolled in, or a recent graduate of, a technical or university graphic design, or other related program
- Experience with graphic design software Adobe Creative Suite, including InDesign, Photoshop, Illustrator, etc. is required
- Proficiency with Microsoft Office Suite
- Entrepreneurial, self-starter who can prioritize and manage projects and deadlines
- Strong attention to detail
- Ability to work in a team-oriented environment to create a finished product
- Attention to detail

### **Contact:**

- Kaitlin Henry: (617) 330-1188 ext. 285 or [khenry@massnonprofitnet.org](mailto:khenry@massnonprofitnet.org)