



## **Anthony Muñoz Foundation**

### **Graphic Design Intern**

The Anthony Muñoz Foundation is a non-profit based and run out of Cincinnati, Ohio. The mission of the Anthony Muñoz Foundation is to engage the Tri-State region to impact area youth mentally, physically and spiritually. This mission statement is supported by several programs including Whiz Kids, Youth Leadership Seminar, Hispanic Character Camp, Straight "A" Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

At the Anthony Muñoz Foundation our interns are imperative to the success of our programs. We strive to give interns real world, hands on experience and not just the opportunity to push papers and make copies. Interns are assigned to a specific project, program, camp, or fundraiser; the opportunity to see your work make a real difference in the surrounding Tri-State communities is incomparable. This unpaid internship can provide college credit and a resume building experience!

#### **Responsibilities:**

- Assist in designing digital and print marketing materials for programs/events (i.e. flyers, programs, logos, etc.)
- Help create, design and execute event branding
- Assist in research, communication and coordination of upcoming events where needed
- Assist in day of event management alongside AMF staff
- Coordinate with outside agencies, art services, printers, etc.

#### **Requirements:**

- Currently enrolled as an undergraduate or recently graduated (6 months)
- Graphic Design, Studio Arts, Marketing, Advertising, Communications Majors (preferred)
- Develop and ensure company brand is maintained
- Passion for art; actively involved in the art community
- Have working knowledge of the Adobe Suite: Illustrator, InDesign, Photoshop and design elements such as color and composition
- Exemplary oral and written communication skills
- Ability to manage multiple priorities at once while under pressure or with firm deadlines
- Effective interpersonal skills including flexible attitude and adaptability
- Exude professionalism in office and on site at events
- Encompass attention to detail and accuracy
- Demonstrate attention to details while maintaining perspective

Duration: Minimum of one semester

Hours: Minimum of 15 hours per week (divided between in-office and remote)

\*Some weekend availability needed-varies on event\*

For any questions or to submit a resume please contact  
Victoria Knepp at [vknepp@munozfoundation.org](mailto:vknepp@munozfoundation.org) or 513-772-4900.