



MARKETING

(Graphics & Design)

Open Heart Leaders Nonprofit Organization

Sector: OHL Build

Program: OHL Internship

Type: Internship

Organization Description :

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to work simultaneously on 3+ projects at a time.
- Person will consult with marketing, and other members of the team to create cohesive designs that reflect our business goals.
- Education or experience in Fine Art Design, Marketing or related background.
- Must have extensive experience with Illustrator, Photoshop and InDesign, specifically with mockups, web design and multimedia presentation
- Preferred working knowledge of CSS3, HTML5 and JavaScript
- Experience working with WordPress templates
- Must have adaptive design eyes and skills and attention to detail and accuracy
- Must have excellent communication skills
- Must have the ability to absorb and apply constructive criticism from the board and team.
- Must be skilled in designing new material that fits its target audience
- Must be self-motivated, highly organized and able to work to demanding deadlines
- Must have experience of designing for both web and offline

QUALIFICATIONS AND SKILLS:

Experience and Education

- High school diploma or equivalent
- Working towards or have completed a degree in Marketing, Graphic Design, or a related field
- At least one year of work experience in the field of marketing preferred
- experience in Fine Art Design, Marketing or related background
- Must have extensive experience with Illustrator, Photoshop and InDesign, specifically with mockups, web design and multimedia presentation
- Experience working with WordPress templates



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Knowledge, Skills, and Abilities

- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Knowledgeable in the use of Canva
- Excellent communication skills, both orally and in writing
- Able to work well in a diverse team environment
- Able to work well under pressure
- Energetic, task-oriented, and creative
- Must have the ability to absorb and apply constructive criticism from the board and team members
- Preferred working knowledge of CSS3, HTML5 and JavaScript
- Must have adaptive design eyes and skills and attention to detail and accuracy

TIME COMMITMENT:

- Minimum 15 hours per week
- Minimum 6 months preferred

SALARY:

- UNPAID
- College credits may be arranged
- Work experience at an established non-profit organization

CONTACT INFORMATION:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical