



Sports Philanthropy Network Graphic Design Intern

Department:	Graphic Design	Location:	Remote work
Start Date:	Flexible	Hours:	Minimum 10 hours/week

Description:

Sports Philanthropy Network builds stronger, healthier and more inclusive communities through sports. We provide professional development programs including conferences, webinars, podcasts, media coverage and other services coverage to support sports nonprofits, athlete foundations and sports organizations. Candidate will handle many aspects of development and fundraising to help further the mission and goals of the Sports Philanthropy Foundation.

Responsibilities:

- Design and create flyers and graphics for social media, website content, events, fundraisers, and other marketing materials
- Collaborate with staff to bring in new ideas for design and content creation
- Create graphics using graphic design software (Photoshop, Illustrator, Canva)
- Develop design concepts for web content and events
- Various other responsibilities deemed appropriate by SPN staff

Requirements:

- Excellent written and verbal communication skills and customer service abilities
- Self-motivated and able to thrive without being micromanaged
- Desire to learn and grow professionally in the fields of communications, marketing, graphic design and social media
- Ability to multi-task
- Proven ability to work as a team player
- General Knowledge of:
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Social media platforms (Facebook, Twitter, LinkedIn, Instagram, etc.)
 - Social media scheduling and management software (Hootsuite or similar)
 - Word Press
 - Canva
 - Mail Chimp (or prior use of email marketing system)
 - CRM
- Sports industry (desired but not required)
- Internship is unpaid
- Support all efforts to receive course credit

Personal traits desired

- Self-motivated and able to work independently with minimum supervision
- Reliable (must be able to dedicate a minimum of 10 hours per week)
- Creative
- Organized
- Ability to maintain confidentiality

SUBMIT VIA EMAIL ONLY—PLEASE PUT RESUME AND COVER LETTER IN ONE PDF DOCUMENT

Reporting to: Roy Kessel, interns@sportsphilanthropynetwork.org