

**GRAPHIC DESIGN/WEBSITE INTERN - POSITION DESCRIPTION**

United Way of Essex and West Hudson  
303 Washington Street  
Newark, NJ 07102  
973.624.8300

**About Us:**

We are a nonprofit organization whose mission it is to improve people's lives and to strengthen the neighborhoods of Essex County. For more than 80 years, we have brought people together to raise awareness around social issues, develop community resources, invest in research, build public/private partnerships, support non-profit organizations, and help people get ahead, not just get by. We are working to make this region the best place for children and families in the country and that will only be made possible through the work of volunteers and our partnerships with business, government, education, health care, labor, faith groups, non-profit organizations and committed citizens. For more information visit us online at [www.unitedwayessex.org](http://www.unitedwayessex.org).

**Description of Position:**

The Graphic Design/Website Intern will help design, layout and produce printed materials for marketing the United Way of Essex and West Hudson. The potential exists for the appropriate candidate to design and execute an outdoor advertising/marketing campaign for the United Way. (Intern will receive published credit for his/her design).

The Graphic Design/Website Intern will work with our webmaster to enhance and manage our existing website. The potential exists for the appropriate candidate to completely redesign United Way's website and work with our existing webmaster on execution of that design. (Intern will receive published credit for his/her design).

**Key Responsibilities:**

- Responsible for assisting with design, layout and production of United Way printed marketing materials
- Responsible for assisting with redesign, management and updating of United Way website
- Responsible for assisting with other media marketing materials as intern's experience dictates.

**Required Abilities:**

Excellent attention to detail  
Experience with Microsoft Publisher and MAC-based design programs  
Ability to establish priorities, balance demands of multiple projects and meet deadlines  
Excellent communication skills  
Commitment to excellence and to the mission of the United Way

**For More Information Contact:**

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