



Greater Phoenix
Chamber of
Commerce

Greater Phoenix Chamber of Commerce
Graphic Design Intern

The Greater Phoenix Chamber of Commerce was established in 1888 and represents 3,100 businesses in the Greater Phoenix metropolitan area. The Chamber works to support the growth and development of business strengthen the quality of life in our community and champion the voice of business in government.

Job Description:

The Graphic Design Intern is responsible for working with the Chamber's marketing Director and Graphic Designer to update collateral, maintain the Chamber's resource center and support the Chamber's social media efforts. This position requires someone who can work on multiple projects at the same time, and meet various deadlines. This is a non-paid internship.

DUTIES:

- Work with the Chamber's graphic designer to update and create event and program postcards as well as images for the weekly newsletter and homepage.
- Work with Chamber copy center to ensure all collateral (event, membership, etc) is stocked and current.
- Keep physical job files up-to-date.
- Solicit and manage quotes from various vendors for print jobs
- Take photos/video at Chamber events and programs when necessary and available.
- Assist with the Chamber's Social Media efforts including twitter and linked in.

Qualifications Include: PROGRAM KNOWLEDGE:

Knowledge in Adobe CS4 Suite: InDesign, Illustrator, Photoshop on a PC Platform, Adobe Acrobat Professional. Additionally, the candidate must be know Microsoft Outlook, Word, Excel and be familiar with social media tools such as twitter and Linked In. Candidates need to be able to work 30 hours a week.

Interested candidates should send resumes to Jody Ryan at jryan@phoenixchamber.com