

JOB DESCRIPTION

CLASSIFICATION:	Intern
POSITION:	Creative Intern
EMPLOYMENT STATUS:	Volunteer
SUPERVISOR:	Creative Projects Coordinator, Growth Strategies
ALIGNS CLOSELY WITH:	Growth Strategies Department Director of Growth Strategies Director of Communications

FUNCTION:

The Creative Intern (CI) for the Growth Strategies Department of Shared hope International (SHI) is responsible for supporting the department by performing supportive creative duties that would include, but are not limited to, capturing/logging/tagging media assets, organizing/prioritizing projects, communicating with internal/external collaborators, graphic design, digital content production, asset procurement and other tasks as assigned or needed. The CI would also support other areas of SHI as required, attend various community events for the purpose of digital content capture, research and reporting.

ESSENTIAL DUTIES:

1. Organizing/logging/tagging existing media assets in a server as well as in an application library setting in a sustainable/searchable system for future use.
2. Scrubbing current media projects and media storage to tag previously used media selections.
3. Implement and execute a rating system within already existing media assets for the purpose of future use.
4. Works closely with Creative Projects Coordinator assisting on existing and upcoming projects, as requested.
5. Collaborate on conceptualizing/pitching projects/ideas.
6. Assist in maintaining progress/benchmark updates on active projects and through weekly reporting.
7. Performs other tasks duties as assigned by Creative Projects Coordinator or the Director of Growth Strategies.

QUALIFICATIONS:

1. A passionate concern for people and children in crisis and the eradication of child sex trafficking.
2. Self-motivated
3. Organize and track multiple projects simultaneously.
4. Able to work in both collaborative and independent environments
5. An ability to communicate needs and expectations clearly
6. 3-4 month time commitment, (flexible hours).
7. A passionate concern for woman and children in crisis and the eradication of sexual slavery.
8. Computer literate, PC or Mac. Experience with and a desire to increase ability with Adobe Creative Cloud applications, (specifically InDesign, Illustrator, Photoshop, Lightroom, Premier Pro and Audition) preferred

9. Experience with web-based designed platforms, specifically Canva, Wipster, Wistia, Frame, Podbean, etc., preferred.
10. Excellent written and oral skills.
11. Passion for seeing, crafting and communicating story.

ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand and arm movements
3. Ability to lift 25 lbs.
4. Talking/giving verbal instructions in close range and speaking over the phone
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and problem solve

LOCATION: SHI Headquarters in Vancouver, WA.

DISCLAIMERS:

1. This is a volunteer position at SHI. *This internship description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

TO APPLY:

Qualified candidates should email the following to marissa@sharedhope.org:

- **Cover letter**
- **Resume**
- **List of three (3) professional references with contact information**

Interviews of all candidates will be in-person at the Vancouver, Washington Shared Hope office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.