

neighborhood DESIGNcenter

Open Position: Graphic Design Intern Columbus, Ohio

The Neighborhood Design Center, a 501(c)3 nonprofit organization formed in 1982, seeks a part-time graphic design intern to join our staff in Columbus, Ohio. With our office located in a walkable, diverse, and historic Weinland Park neighborhood in the heart of Columbus, near The Ohio State University and the thriving Short North Arts District, this position offers the opportunity to work in one of the most dynamic and rapidly growing regions in the nation.

Historically rooted in providing free and discounted design services to business owners and community-based organizations in distressed urban corridors, the Neighborhood Design Center provides a broad range of design and planning services to Columbus neighborhoods.

What you'll do

- We are seeking an individual with Graphic Design background with some experience in digital content creation for web, social and online spaces. Tasks may include, but not be limited to:
 - Branding elements and guideline documents
 - Report development
 - Print and digital marketing collateral (e-communications pamphlet, postcards, posters, online promotions)
 - Organizational marketing graphics.
 - Social media content.
 - Website creation and/or maintenance

What you'll need

- Student must be majoring in a visual design-related field
- Solid understanding of typography, image editing, layout principals
- Verbal and written communication skills
- Proficiency in MS Office and Adobe Creative Suites
- Proficiency in Adobe Creative Suite, specifically InDesign, Illustrator, Photoshop, and/or Aftereffects
- Assist with day-to-day team responsibilities.
- Proficiency with online website platforms like Wix and Wordpress is an asset
- Strong organizational skills to undertake multiple projects or facets of various projects
- Interpersonal and team collaboration skills

What we offer

The Neighborhood Design Center is a small team environment where we highly value our team and make employee development and well-being a priority. We seek students who understand our mission and are willing to build upon it, therefore we strive to give interns the most well-rounded experience possible during their time here.

How to apply

If you're interested in this position, send an email with the subject line "Graphic Design Internship" to info@columbusndc.org with the following documents in one single PDF attachment:

- A cover letter noting interest in position
- A one-page resume
- Current Portfolio (Digital PDF under 20MB or Link to online platform)

Timeline and selection process

NDC staff will review all complete applications and will schedule interviews with selected candidates on a convenient date and time. Applicants will be notified, with an expected start date within two weeks of offer letter acceptance.