

ANTHONY MUÑOZ FOUNDATION

INTERNSHIP OPPORTUNITIES



GRAPHIC DESIGN INTERN

About the Anthony Muñoz Foundation:

The Anthony Muñoz Foundation is a non-profit based and run out of Cincinnati, Ohio. The mission of the Anthony Muñoz Foundation is to engage the Tri-State region to impact area youth mentally, physically and spiritually. This mission statement is supported by several programs including Whiz Kids & Unplugged, Youth Leadership Seminar, Hispanic Character Camp, Straight 'A' Scholarship, Impact for Eternity Camp, and Anthony Muñoz Foundation Scholarship Fund.

Internship Description:

The Anthony Muñoz Foundation is currently seeking hard-working and talented students from all academic disciplines who share a passion for impacting the youth of the Tri-State region. At the Anthony Muñoz Foundation, our interns are imperative to the success of our programs. We strive to give interns real-world, hands-on experience—not just pushing papers and making copies. Interns are assigned to specific projects, programs, and/or fundraisers affording them the incomparable opportunity to see their work make a real impact in the Tri-State communities we serve. This unpaid internship can provide college credit and a resume building experience!

This is an on-site position. All interns are required to work 15 hours per week. Intern office hours may be scheduled between 9 a.m. and 5 p.m., Monday through Friday. The Graphic Design intern may be asked, though is not required, to work additional hours and weekends as needed per our event schedule. Most internships are a minimum of one semester; however, internship duration is flexible based on our event schedule, which may not exactly align with the duration of the academic semester. All internships are non-paid positions; however, candidates may receive class credit as approved by their respective academic institutions. All interns must be able to pass a background check and drug test taken during their first week of their internship.

Core Responsibilities:

The Graphic Design Intern will be responsible for the branding and design of all digital media and print materials related to AMF programming, in addition to the core responsibilities listed below.

- Design digital and print materials for AMF programs/events (marketing collateral, social media/email graphics, camp/event apparel, event programs, presentations, signage, etc.)
- Produce high-quality deliverables that align with established brand standards and maintain brand integrity
- Contribute to creation and development of branding for select programs/events, including logo design and brand style guides
- Build and maintain replicable templates for presentations, social media, and other materials
- Coordinate with external vendors (e.g., agencies, printers, and production partners) as needed
- Provide support for event planning, research, and cross-functional projects as assigned

Requirements:

- Currently enrolled as an undergraduate or recently graduated (within 6 months)
- Pursuing a degree in Graphic Design, Visual/Communication Design, Digital Media/Multimedia Design, Fine Arts, or a related field preferred
- Working knowledge of the Adobe Suite: Illustrator, InDesign, and Photoshop
- Ability to manage multiple priorities at once while under pressure or with firm deadlines
- Capable of translating written and verbal direction into high-quality designs
- Demonstrate attention to detail while maintaining perspective
- Effective interpersonal skills including flexible attitude and adaptability
- Exemplary oral and written communication skills
- Exude professionalism in office and on site at events

All interested students are encouraged to email a resume, cover letter, and supporting documents (optional) to Claire Gilmore at cgilmore@munozfoundation.org.