



## Design & Marketing Internship

[Mill Village Ministries](#) (MVM) is a faith-based family of nonprofit enterprises that elevates our whole community through social justice, healthy food, bicycle access, youth employment, and entrepreneurial training in Greenville, SC. Our **mission** is to confront local, systemic injustice through education, access, and resources by inviting the whole community to spark multigenerational improvements in Greenville, SC. Our **vision** is a Greenville that cherishes the common good to the point that everyone experiences dignity, belonging, and economic flourishing.

### Job Details & Compensation:

This is a part-time internship in the school year (~15 hours/week) and full-time internship in the summer, working approximately 40 hours per week Monday-Friday 9a-5p with \$12/hour compensation.

- *Spring Semester:* 12 weeks, February - late April, spring break off
- *Summer:* 9 weeks, June - early August
- *Fall Semester:* 12 weeks, Mid-September - Early December, fall break off

### General Responsibilities:

- Graphic Design – assist in the creation of logos, campaigns, social media brand elements, advertising concepts and layouts and digital design concepts and layouts.
- Production Design – ad resizing, ad layouts, preparing images or assets for websites and reproducing website page layouts with new assets.
- Research and Strategy – help with competitive analysis, gather outside resources (websites or images) for inspiration and pull campaign examples.
- Agency Processes – participate in team meetings and brainstorm on larger design projects to learn typical agency creative processes and assist the creative team in the concepting and creation of projects such as branding, digital design, ad campaigns and marketing collateral.
- Help with other administrative duties as needed for the success of the Mill Village Ministries' Team as whole.

### Requirements:

- People Skills: excellent verbal & written communication that is personable and professional, social intelligence, empathetic, eager to serve others, active listener
- Work Ethic: demonstrates followthrough, highly organized and attentive to detail, team player, self-starter and problem solver, adaptable, and enthusiastic

- Ability to adapt campaign concepts and designs across a variety of platforms, including print, web, and social.
- Ability to work on a variety of aspects of a project, including development of initial concepts, layout, revisions and file preparation.
- Proficiency in Adobe Creative Cloud (InDesign, Illustrator, Photoshop).
- Ability to handle multiple projects simultaneously.
- Ability to work in partnership with account personnel, senior-level designers and creative directors.
- Ability to receive feedback and constructive criticism from team members.
- Currently pursuing a bachelor degree in graphic design or equivalent work experience.
- “All we can with all we have” attitude — doing whatever it takes to get the job done thoughtfully and efficiently.
- Understanding of and enthusiasm for Mill Village Ministries’ vision and willingness to advocate its mission
- Aged 20+ (sophomore or older) with a valid driver’s license

**Intern Development:** All Mill Village interns have the additional compensated privilege of participating in personal and professional development.

- *Summer:* A weekly gathering including [JustFaith](#) small group and book study, as well as an exploration of understanding ourselves and pertinent local social issues such as racial reconciliation, gentrification, transportation, and economic upward mobility.
- *Semester:* Join in on regular staff development, which includes a rotation of bimonthly lunch and learns or a weekly book club.

### [Mill Village Ministries Diversity, Equity, and Inclusion Statement](#)

Questions? Contact [intern@millcommunity.org](mailto:intern@millcommunity.org)