Ulman Foundation - Intern, Multimedia & Graphic Design

REPORTS TO: Graphic Design & Multimedia Coordinator
LOCATION: 1215 E. Fort Ave., Suite 104, Baltimore, MD 21230
STANDARD OFFICE HOURS: 9 AM – 5 PM, Monday – Friday

Ulman Foundation is a national non-profit organization that changes lives by creating a community of support for young adults, and their loved ones, impacted by cancer.

POSITION OVERVIEW:
As an intern working with the Graphic Design & Multimedia Coordinator, you will be responsible for supporting Ulman's overall marketing and communication efforts through the development of creative and marketing assets. Working closely with the Coordinator and the program teams, this position is an opportunity to gain hands-on experience in an open, fun, and collaborative environment. You will have the opportunity to increase Ulman's presence within the cancer community as well as influence the community to engage Ulman's mission through print, web, and video mediums.

Based on skill and desire, specific position projects may include:

Photo/Video shooting and editing
- Capture and edit videos and photos to highlight events
- Create educational videos on Ulman's services to educate new supporters
- Create spotlight videos of members of our community and their connection to the organization and cancer

Web & Social media
- Create compelling and engaging social media posts
- Publish weekly articles to Ulman's Blog
- Support the day-to-day management of social channels
- Create engaging gifs, and animations

Print and Digital design
- Design general and event specific Ulman flyers and marketing material
- Create theme and layout for reports
- Help tell the Ulman brand story and ensure our vision and message is clearly, visually, and professionally presented

Essential Skills
- Able to multi-task
- Verbal and written communication skills are critical
- Able to work both independently and in group settings
- Understanding of mission and programs of organization
- Displays knowledge, understanding and competency in the area of graphic design

Design & Marketing Skills:
- Photography – ability to capture, re-touch, color correct and manipulate images.
- Graphic design – ability to create illustrations, graphics and presentations using Adobe Creative Suite (including Photoshop, InDesign, Illustrator, etc.). Designs should be prepared for both print and web optimization.
- Video – ability to shoot and edit video pieces using imovie, Final Cut/Pro, or Adobe Premiere. (*Experience with Adobe After Effects a plus)

Ulman Headquarters
1215 East Fort Ave., Suite 104
Baltimore, MD 21230

Ulman House
2118 East Madison St.
Baltimore, MD 21205

ulmanfoundation.org
info@ulmanfoundation.org
410.964.0202

- Web – ability to update websites working in wordpress. Some coding knowledge Preferred.
- Social Media – understanding of latest trends and experience in using social media channels including
  Facebook, Twitter, Instagram, Snapchat, and Youtube.
- Experience with copywriting for print and web

Educational requirements, credentials or licenses required:
• High School Degree: Required

To Apply
Interested candidates should submit a cover letter, resume and their portfolio website or curated portfolio to jobs@ulmanfoundation.org with "Intern, Multimedia & Graphic Design" as the subject line.

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