



JOB TITLE: GRAPHIC DESIGN INTERN (Part-Time)

WORK LOCATION: Austin, Texas or surrounding areas; Hybrid work environment, and able to commute to CMM office as needed

SUMMARY:

Con Mi MADRE is a bilingual (SP/EN) community-based non-profit that operates in Austin and Fort Worth, TX and works directly with partnering districts to provide social-emotional learning and college readiness support to female-identifying students and their mothers and/or primary guardian.

Con Mi MADRE translates to "with my mother," which exemplifies the unique element of our programming that intentionally engages mothers in their daughter's educational journey from 6th grade through college graduation.

The Graphic Design Intern will work closely with the programming and development departments. The main responsibility of this role is creating visually appealing designs and graphics for printed and social media as well as using best practices for design layout, and typography. The Graphic Design intern will report directly to the Director of Development and the Community Events Manager.

JOB DUTIES:

- Collaborate with the development and programming departments to fulfill the creative direction of assigned projects.
- Update weekly promotional and social graphics as needed.
- Create visual marketing materials such as flyers, newsletters (e.g., parent newsletters and student newsletters), and social media posts for program participants.
- Use knowledge of illustration techniques to create original illustrations.
- Think creatively and collaboratively with others to translate ideas into visually appealing designs.
- Create and maintain brand standards and guidelines that can be used across a variety of communications and are used consistently.

REQUIRED QUALIFICATIONS

- Possess a solid understanding of effective communication techniques.
- Must have excellent writing and editing skills in both English and Spanish.
- Proficiency in graphic design software such as Canva.
- Working knowledge of video editing software.
- Excellent typography and layout skills.
- Very strong attention to detail.
- Ability to work collaboratively.



- Strong time-management and organizational skills and comfortable working under a deadline.

PREFERRED QUALIFICATIONS

- Working towards a degree in digital marketing, communications, public relations, or graphic design.
- Experience working in a marketing or communications position.
- Experience and interest in internal and external communications, partnership development.
- Flexibility in deadline-driven environments.
- Residing in Central Texas area.
- Experience in photography.
- Experience in motion graphics.

WORKING CONDITIONS:

- Hybrid: work from home and office, with some evenings and weekends involved.
- Flexible work schedule but must have some availability during the work week (9am-5pm).
- Ability to use personal equipment/computer and any preferred software (Adobe Creative Suite, Photoshop, Illustrator, InDesign).

COMPENSATION:

Monthly mileage reimbursement.

HOW TO APPLY: Please submit your resume and a portfolio sample that showcases your design skills and creative thinking to hr@conmimadre.org and [Click here to complete our online application](#)