



Palouse-Clearwater Environmental Institute

PCEI Graphic Design Intern

Volunteer position description:

The PCEI Graphic Design Intern will work with PCEI's administrative staff to publicize and assist in the coordination of PCEI's major events through developing professional level advertisements and publications. This position will also be responsible for the consistency of PCEI published materials.

Responsibilities:

- Write articles in local and regional newsletters and papers promoting upcoming PCEI events
- Create flyers, posters, media kits, and brochures
- Assist in the publication of PCEI's quarterly newsletter
- Work with PCEI staff to organize and maintain website
- Input data into databases
- Organize text, photos and files

Qualifications:

- Committed to serving the needs of the community and the environment
- Prompt and organized with attention to details
- Computer skills and comfort with Adobe software such as InDesign, Illustrator, and Photoshop
- Knowledgeable about basic web design
- Database skills or ability to adapt to new software quickly
- Friendly, personable, good work demeanor
- Flexibility

Schedule:

This position will last a minimum of 3 months, with at least a 5-10 hour per week commitment. Our hours of operation are Monday- Friday 9:00am-5:00pm. Saturday and/or Sunday work schedule is also possible when working on independent projects off site or volunteer events.

For more information:

Volunteer Coordinator, at 882-1444 or <volunteer@pcei.org>