Family Service Center

Graphic Designer Job Description

Phone number: 217.528.8406

Agency Contact: Brooke Thomas

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How should students submit cover letters and resumes? Email

General Description of agency or business
Family Service Center is a nonprofit agency serving Central Illinois through adoption and foster care services and through our Compass After-School program for low-income and homeless children.

Internship or Job Description
Family Service Center is seeking an intern in the field of Graphic Design.

Main responsibilities include:

- Design and create programs and signage for all special events
- Make banners for programs within the agency
- Complete projects by coordinating with outside agencies, art services, printers, etc.
- Obtain approval of concept by submitting rough layout for approval
- Requires excellent computer skills

Hours per week: 5-10

Number of weeks: 8-16

Position Available: Fall, Spring, Summer

Unpaid

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