

CASA of Bradley and Polk Counties
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Cleveland, TN 37311
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Court Appointed Special Advocates (CASA) of Bradley and Polk Counties

Position: Mixed Media Intern
Location: Cleveland, Tennessee
Hours: 10+ Hours Per Week
Duration: April-August 2017
August-December 2017
Compensation: Unpaid

Application Deadline: April 30th, 2017

About CASA: CASA of Bradley & Polk Counties is a non-profit organization that works with local volunteers to make sure the voices of abused and neglected children are heard. CASA volunteers are everyday citizens appointed by a judge to advocate for the safety and well-being of children who have an unstable home situation. These volunteers speak on behalf of an otherwise voiceless child and represent their best interests in court. For many abused children, their CASA volunteer will be the one constant adult presence in their lives.

Internship Summary: CASA's mixed media intern is responsible for assisting in the creation of artistic materials for the non-profit. Duties will include, but are not limited to: website design, event photography, event videography, event promotion, flyer creation, graphic creation, assisting with CASA's newsletter, and assisting in general office duties.

This position is ideal for sophomore, junior, and senior bachelor's level students looking to gain an understanding of the nonprofit world and hands-on experience. CASA sees all interns as part of the team from their first day of work. Interns should be self-motivated, have a general understanding of marketing/public relations best practices, and have a service-oriented heart.

Essential Duties and Responsibilities:

- Lead web design and website maintenance
- Lead with event photography and videography
- Assist with designing of promotional and advertising materials for events
- Help with other office duties as assigned

Qualifications:

- Be a sophomore, junior, or senior student enrolled in an accredited college or university
- Currently be studying graphic/visual design, photography, film, photography, production design, communications, marketing, or a related field
- Proficient in computer skills, including Adobe Creative Cloud (InDesign, Photoshop, & Illustrator)
- Proficient in Microsoft Office including PowerPoint
- Be a service oriented individual

Skills Which Will be Further Developed:

- Web design, graphic/visual design, videography, photography skills
- Understanding of marketing and brand recognition
- Understanding of the non-profit business world
- Understanding of advocacy techniques
- Event promotion and organization

How to Apply:

- Interested candidates should please submit their resume and availability to the Outreach and Volunteer Manager at outreach@casabp.org