



Urban League of Broward County Summer Internship Program Job Description

Title: Graphic Design

Classification: Intern (Unpaid)

Status: Temporary (June-August 2025)

Department: Human Resources

Supervisor: As Assigned

Revision Date: April 2025

Summer Internship Program Description:

Urban League of Broward County's Summer Internship Program (SIP) is a 10-week immersive unpaid internship program placing undergraduate and graduate students in placements working alongside program and administrative staff throughout the organization. In its first year, the SIP will host up to 12 students.

Interns will have the opportunity to work on a variety of projects that advance their department's work to better serve disenfranchised communities. In addition, interns will have several professional development opportunities throughout the summer. These include Senior Management Brown Bag Discussions and networking with the Young Professionals Network.

Essential Functions and Job Responsibilities

As the **Graphic Design Intern** in the Philanthropy & Communications Department, I will play a key role in visually communicating the mission, events, and impact of the Urban League of Broward County—particularly during our historic **50th Anniversary year**. This position is ideal for a design-savvy individual who is passionate about branding, nonprofit storytelling, and creating visuals that resonate with diverse audiences.

Interns will collaborate closely with the communications team to develop digital and print materials that support major campaigns and events such as the **Annual Prayer Breakfast, Red Gala**, and other donor and community engagement efforts.

- Design digital and print graphics that align with the organization's brand, including flyers, event signage, social media posts, email headers, infographics, and presentations.
- Support the visual branding and promotional needs for 50th Anniversary campaigns and events.
- Use **Adobe Illustrator, Photoshop, and Canva** to develop high-quality, on-brand visual content.
- Collaborate with the communications team to brainstorm and execute compelling design concepts.
- Assist with formatting and updating existing marketing templates and assets.
- Organize and maintain digital folders and version control of graphic files.
- Ensure accessibility and inclusivity in design practices.
- Perform other creative tasks and administrative duties as assigned.

Work Environment

This job is operated in a professional office environment, offsite venues and outside areas in various weather conditions. This role routinely uses standard office equipment such as computer, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and walk.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time intern position. Please note the Urban League of Broward County will consider part-time (minimum 25 hours/week) applicants. Days and hours of work may vary; however, the company's business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Job Specifications and Requirements

Urban League of Broward County seeks passionate, intelligent, and critical-thinking students with an interest in not-for-profit management and program delivery to join us. Qualifications include:

- Exceptional undergraduate and graduate students are invited to apply and must have a current minimum GPA of 3.0.
- Coursework in human resources, volunteer management, business, nonprofit management, marketing, hospitality, event planning, etc. preferred.
- In addition to academic success, the Urban League seeks individuals who are committed to making a difference in their community, exemplify leadership in both traditional and non-traditional ways, and are willing to work hard.

All applications are given equal rigor in the review process and are subject to the same standards of admission. Urban League of Broward County is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, age, handicap, religion, or sexual orientation.

Other

- Must have a valid Florida Driver License and/or reliable transportation to/from worksite.
- Must be able to pass a Level 2 criminal background check and drug screening.

Compensation

- This is an unpaid internship.
- Urban League will support applicants seeking college credit and/or participating in college-sponsored internship program.

Application Process

Please send cover letter, resume and a copy of your transcript (unofficial transcript is acceptable) to hiring@ulbcfl.org. Applications will be accepted on a rolling basis through June 1, 2025.