



Graphic Design / Website Intern

Job Overview:

Provide graphic design support to the Promotion Committee including but not limited to creating print and web graphics, flyers, and advertisements. Preferred candidates have previous experience using graphic design software (InDesign, Photoshop, Illustrator) as well as own this software or have regular access to it.

Duties/Responsibilities:

- Create print-ready flyers, advertisements, EDDM Postcards, banners for upcoming events, Save the Dates and digital graphics
- Design and package electronic images/documents for use on BoontonMainStreet.org or affiliated social media sites
- Attend monthly Promotion Team meetings to discuss upcoming workload and deadlines
- Email or upload of approved working/layered files to be house on the Boonton Main Street computer system

Skills/Knowledge:

For this position applicants should have:

- Experience and access to with Adobe Creative Suite (InDesign, Photoshop, Illustrator) and regular access to these programs
- Experience preparing electronic image files for use on websites
- A keen eye, attention to detail, and proofreading skills
- The ability to work independently in deadline-sensitive environment

Candidates should check out the organization by reviewing our website (below) or by visiting our social media sites on Facebook, Linked In, Twitter, Instagram and Pinterest.

www.BoontonMainStreet.org

If you are interested in this position, please submit your resume to

Info@BoontonMainStreet.org

Boonton Main Street
620 Main Street
(973) 257-9107