



*Nurturing and Caring for Orphaned and Vulnerable Children for over 25 Years*

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## **Nonprofit Graphic Design Internship**

**Provo, Utah &/or Lusaka, Zambia**

### **ABOUT MOTHERS WITHOUT BORDERS**

We are an international development agency based in Provo, UT. Our mission is to nurture and care for orphaned and vulnerable children and give voice to the power of love. Currently, our work is focused in Zambia, Africa where we operate numerous programs including an orphan care center, a primary school, and multiple women's empowerment groups. Additionally, we take about 100 volunteers with us to Africa for a personal growth / humanitarian experience every Summer.

### **JOB SUMMARY**

We are seeking students who want experience with a small non-profit with an opportunity for exposure to many aspects of our organization. The primary role of this position will be to **design powerful content** that helps us to **educate, inspire, and grow** our community through various mediums. We are looking for someone with **initiative** and a **creative drive** who wants to be an active member of the team and work with us at our office (or, due to COVID-19 concerns, online) on a daily basis.

We also highly encourage all of our skill-based interns to experience our programs first hand by joining us on an **expedition to Zambia**. Up to 132 hours of your internship can be fulfilled in-country. This experience is extremely enriching and makes your internship exponentially more rewarding. If you are interested in this possibility, please inquire during your interview.

### **RESPONSIBILITIES**

- Develop a deep understanding and passion for who MWB is, what problems we seek to solve, and how we solve them.
- Be an active member of our U.S. based marketing and fundraising team working to support our programs and staff in Zambia.
- Work with our marketing team to create content for social media, print publications, and webpage content in accordance with our brand that educates our community about the populations we serve.

Projects vary throughout the year but may include but are not limited to:

- Annual Report
- Website Content Design & Creation
- Fundraising and Community Education Campaigns & Mailers
- Social Media Appeals

- Train incoming interns at the conclusion of your internship to ensure the ongoing success of your projects.
- Assist the MWB Fundraising Team as needed.

## **QUALIFICATIONS**

- Committed to being a part of our team for at least 1 year.
- Able to work in our office located in Provo.
- Experience with Adobe Creative Suite and Canva required.
- Willingness to learn WordPress (experience preferred).
- Ability to create and write effectively about a wide variety of topics with little to no oversight.
- Must be able to take initiative and be able to approach tasks with creativity and confidence. Need to be driven and a self-starter without the need to be told everything to do.
- Works well in a team environment and is willing to pick up other responsibilities when needed.
- You must be willing to train the next intern who will fill your place for 2 weeks after the internship.

## **SKILLS**

### **You have an eye for design.**

You are acutely aware of what is on-brand and what is not. You have an understanding of current branding/style trends to keep our brand relevant yet consistent throughout the years. You are committed to learning and embodying our brand to ensure everything we produce is powerful and unified.

### **You have a team ethos and love working with people.**

You thrive in a creative, inventive, fast-paced startup environment, with people who are passionate about their work and mission. You're excited to work cross-functionally with other team members and enjoy bringing people together to achieve a goal. People enjoy working with you because they know they can trust you.

### **You're self-motivated.**

You see something that can be improved, and you don't wait to fix it. You have a strong desire to make Mothers Without Borders a world-class nonprofit.

## **COMPENSATION & HOURS**

This position is an unpaid internship, but may qualify for school credit. 15-20 hours/week. Some responsibilities can be done remotely, but around 10 hours will be required in our Provo office each week.

## **HOW TO APPLY**

Please submit your resume and 2-3 examples of your work that you are most proud of, along with a short paragraph to [internship@motherswithoutborders.org](mailto:internship@motherswithoutborders.org) explaining:

- 1- Why are you interested in working with Mothers Without Borders?
- 2- Why are you interested in this position specifically?
- 3- What makes you uniquely qualified to succeed in this position?