



901 East Levee St.  
Brownsville, TX 78520

## **CDCB Graphic/Web Design Internship**

<b>Job Title:</b>	Graphic/Web Design Intern
<b>No. of Openings:</b>	1
<b>Work Schedule:</b>	20 Hrs./Week; 8:30am – 5:30pm; Mon-Fri, Occasional Sat
<b>Hourly Rate:</b>	\$10.00 Per Hour
<b>Desired Start/End Date:</b>	By November 25 <sup>th</sup> / Latest December 21 <sup>st</sup> and Spring semester 2020
<b>Supervisor:</b>	Communications Coordinator, Marcela Saenz
<b>Department:</b>	Communications Department
<b>Job Location:</b>	CDCB Main Office, 901 East Levee St. Brownsville, TX 78520

### **Overview:**

*The Community Development Corporation of Brownsville (CDCB) is looking for a qualified intern to join our communications team for the semester.*

Our communications department produces work for all of CDCB's Lines of Business, Programs and Events and seeks an intern who can participate in various stages of print and online campaigns.

This intern should be prepared to work in a collaborative team environment and will finish the internship with portfolio material that will have been implemented in real marketing campaigns.

We are looking for an intern who is interested in helping their community by supporting CDCB's Mission & Vision:

CDCB is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across the Rio Grande Valley through quality education, model financing, efficient home design, and superior construction.

### **Responsibilities:**

*Intern will be responsible for the following duties during the course of the internship in addition to any other tasks their direct supervisor deems necessary to assist them with their day to day work:*

- Assist with the redesign of the CDCB Website
- Serve as webmaster for the CDCB website, keeping all information up to date and organized
- Create and maintain a gallery of homes for sale and sold with interior photos
- Design and create brochures for all CDCB Lines of Business
- Take pictures of CDCB's different programs and events
- Shoot and edit short videos for social media and website

- Perform other duties as assigned by Communications Coordinator and/or other Executive Management Staff

**Qualifications:**

*CDCB is seeking an intern with the following qualifications, not being proficient in one of the following does not prevent an individual from being hired, and all are welcome to apply.*

- Proficiency in Adobe Photoshop, InDesign and Illustrator
- Website Design
- Video production
- Photography
- Microsoft Word, Excel & PowerPoint

**Majors:**

*Intern should be enrolled in one of the following or closely related degree fields:*

- Graphic Design
- Computer Web Development/Design
- Communications
- Arts

**If interested, send a copy of your resume to [msaenz@cdcb.org](mailto:msaenz@cdcb.org)**