

Intern Description

Employer Information

*Company/Organization Name: **Think Small/Redleaf Press**

Company Description: Think Small is dedicated to improving quality early learning across Minnesota, especially for the children that need help the most. New research shows children from low-income families already behind their more affluent peers as young as 18 months old. We work to prevent gaps from forming by improving the early learning landscape across Minnesota, improving the lives of children, families and communities along the way.

Redleaf Press is a leading publisher of curriculum, management, professional development, and business resources for adults who care for, teach, and nurture young children. These products are designed to assist early childhood professionals in using stimulating, child-centered practices based on sound and proven theory about learning and child development

*Address: **10 Yorkton Court, St Paul, MN 55117**

*Web Sites: www.thinksmall.org and www.redleafpress.org

*Company Contact Name: **Renee Hammes**

Title: **Creative Lead**

*E-mail: rhammes@redleafpress.org

Phone: **651.523.7284**

Position Information

*Position Type: **INTERNSHIP**

*Position Title: **Marketing Design Intern**

*Position Description:

Intern will help assist the Marketing and Communications team expand the reach and presence of Think Small and Redleaf Press by supporting the team on a variety of new and ongoing projects. Help maintain visual quality and consistency throughout entire organization. Intern will assist in ongoing design projects while adhering to brand guidelines when necessary. Possible assignments may include the creation of email graphics, information cards, signage, sales sheets, flyers, catalog layout, enhancing and resaving images and more.

Intern will develop their graphic design skills and experience working for a nonprofit organization, while also being a part of a dynamic and multi-talented team.

Qualifications for Applicant:

Prior experience creating graphics and a solid grasp of design concepts

Comfort working in Adobe Creative Suite, including Photoshop, InDesign, and Illustrator

Passion for the design process and marketing

Good interpersonal skills

Highly organized, able to define & prioritize tasks and meet deadlines

Interest in working at a nonprofit organization

Able to work independently and as part of a team

Application Deadline(s):

***How To Apply: Please send resume, cover letter, and graphic design samples to Renee Hammes — rhammes@redleafpress.org**

Desired Dates: June 6th- August 12th

Approximate Hours per Week: **10-20 hours**