



Baltimore County Department of Aging

Intern Job Description

Job Title: Graphic Design Intern

Location: Senior Centers and Community Services Office, 611 Central Avenue, Towson, Maryland 21204, plus visits to senior centers

Dates of Service: Monday through Friday (varies)

Time Commitment: 8:30 a.m. to 3:30 p.m. (varies)

Supervisor: Division Chief and Regional Managers

Summary of Position:

Individuals who have entered into a Graphics Design internship with the Senior Centers and Community Services Division will assist with the review and revision of newsletters, annual reports, fliers, brochures, council Facebook pages and e-newsletters to improve marketing and visual impact. Where possible and under supervision, the intern will be given direct responsibility for the following tasks after being oriented to the division and trained in the following areas:

- Review senior center monthly newsletters and make recommendations for improvement to layout, wording, colors and overall design
- Assist in the preparation of fliers and brochures
- Assist in the development of social marketing materials for senior center councils
- Research trends in designing print and online materials for older adults
- Assist with making online materials ADA compliant

Objectives of Internship:

At the conclusion of the internship, the intern will have been/will be:

- Given an overview of the Senior Centers Division and the Department of Aging
- Able to expand their knowledge of services and resources available for seniors

- Able to understand the aging process and the impact design has on visual accessibility for older adults
- Able to use their skills to enhance the materials distributed to promote programs and services in the senior centers including brochures, fliers, newsletters, annual reports, and manuals
- Able to interact with older adults in a meaningful and positive way

Qualifications and/or Skills Desired:

- Creative
- Flexible
- Excellent customer service skills
- Good computer skills including Word, Excel, Publisher
- Good listening and communication skills
- Organized

Certifications (helpful but not required):

- CPR, AED and First Aid