

### **Graphic Design Intern**

If you are interested in using your creative design talents to inspire and challenge, we would love to have you at Overlake Christian Church.

This internship is open to students working on their degree in graphic design. It includes a small gas stipend, and consists of 10-15 hours per week.

#### **The position involves:**

- Working with OCC's Creative team on the production and design details of materials to support Sunday services and print needs, including but not limited to identities, presentations, brochures, announcements, advertisements, posters, promotional materials, website images, packaging etc.
- Assembling pre-production materials, scanning images, updating design files
- Providing administrative office support, including archiving and file management, and other office-related tasks.

#### **Candidates should have:**

- Excellent interpersonal and communication skills.
- Ability to learn quickly, work well with people, work independently and take initiative.
- Proficiency with Adobe design software on Mac platform, and basic knowledge of print processes.
- Thorough, accurate, organized and efficient work habits.
- Capacity to work under tight deadlines and juggle multiple projects.

Interested candidates can email [SARAB@OCC.ORG](mailto:SARAB@OCC.ORG) or call 425.702.0303 to submit a resume and portfolio. You can also mail or deliver these to:

Overlake Christian Church  
Attn: Sara Balsley  
9900 Willows RD NE  
Redmond, WA 98102

Directions are on our website: [www.occ.org](http://www.occ.org). Please allow one week for review of your resume and portfolio. Thank you.