



Position Description

Job Title: Graphic Design – Intern (Part-Time)
FLSA Status: Nonexempt \$14.00 hourly
Location: Orlando, FL, (Hybrid or In-Person)

BASIC PURPOSE:

The **Graphic Design Intern** will assist the marketing and international trade teams in developing high-quality graphics and layouts for digital and print platforms. This position offers hands-on experience in real-world marketing and design projects within a professional, statewide business development setting.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Design and edit visual materials for **brochures, flyers, presentations, trade show exhibits, and social media**
- Create engaging **digital graphics, infographics, and ads** for web and email campaigns
- Assist with **booth and display designs** for international trade shows and events
- Ensure brand consistency across all visual content following SelectFlorida and FloridaCommerce branding guidelines
- Organize and manage digital design assets and templates
- Collaborate with staff to meet project timelines and deliver creative solutions

SUPERVISION: Not applicable for this position

ACCOUNTABILITY: Impact and Scope: No financial or other measurable accountabilities have been identified for this position

MINIMUM QUALIFICATIONS REQUIRED:

- Currently enrolled in a **Graphic Design, Visual Communications, Marketing, or related degree program** at an accredited college or university
- Skilled in **Adobe Creative Suite (Illustrator, Photoshop, InDesign, Acrobat)**; familiarity with Canva, Figma, or similar tools is a plus
- Strong sense of **design, layout, color, and typography**

- Detail-oriented with excellent organizational and time-management skills
- Ability to take direction, work independently, and meet deadlines
- Interest in **marketing, international business, or public sector communications** is helpful but not required

PREFERRED QUALIFICATIONS:

- Associates degree
- Previous experience in a government or not-for-profit agency a plus
- Demonstrated experience working with project managers

To Apply:

To express interest in, or nominate an individual for, the SelectFlorida Marketing position, please email a resume to pauline.jacobs@selectflorida.org.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee filling this position. Duties, responsibilities and activities may change at any time with or without notice.

SelectFlorida is an equal opportunity employer.