



## Marketing & Graphic Design Intern

Connecticut Veterans Legal Center seeks an enthusiastic marketing and graphic design student and/or professional looking to develop skills in graphic design, social media advertising, and special event marketing to join our development and communications team as a **Marketing & Graphic Design Intern**. This position is a 5-month position beginning in February and ending in June 2025

### About CVLC:

Connecticut Veterans Legal Center's mission is to empower, support, and improve the lives of Connecticut Veterans by providing free legal assistance to help them overcome legal barriers to housing, healthcare, income, and recovery. We provide legal assistance to low-income Veterans in a range of practice areas including accessing VA benefits and healthcare, fighting evictions or the loss of subsidized housing, and correcting 'bad paper' military discharges. CVLC is the first legal aid program in the country to form a medical-legal partnership with the VA.

### Internship Responsibilities:

- Design and schedule monthly social media posts
- Design and schedule social media posts and ads for The Ride for Our Vets 2025
- Design a PowerPoint template that can be used by CVLC staff for external presentations and trainings
- Assist with the design of monthly and special e-communications (e-blasts)
- Assist with making updates to the CVLC website
- Assist with organizing the CVLC outreach calendar
- Assist with managing and tracking outreach materials stock
- Working with Deputy Director of Development & Communications, design new outreach materials as needed

### Technical Skills:

- **Canva.** CVLC uses Canva for all graphic design, at least beginner level experience is required.
- **Elementor.** CVLC uses Wordpress' Elementor for all website edits, beginner level experience desired but not required.
- **Google Suite and Microsoft Suite.** Experience with (or ability to learn) PowerPoint required, all other programs within Google suite and Microsoft suite desired but not required.
- **Social Media.** Experience with social media applications required. Desired platforms are Meta (Facebook, Instagram), Bluesky/Twitter (X), and LinkedIn. Experience with additional platforms are welcome. Experience using either Meta Business Suite and/or social media scheduling platforms a plus.

- **E-Communications Platforms.** CVLC uses Mail Chimp as a platform for E-Communications. Experience with Mail Chimp (or another e-communication platform) not required but strongly encouraged.

**Compensation:**

This position is a 5-month internship opportunity with a monthly stipend of \$750, for approximately 30 hours of work. The position does not include benefits.

**How to Apply:**

Please submit a cover letter, resume, and 2-3 graphic design samples CVLC at [applicants@ctveteranslegal.org](mailto:applicants@ctveteranslegal.org). Please be prepared to share the names, titles and contact information for three references if requested. The position is open until filled. We anticipate that it will be filled quickly, so please send your materials as soon as possible.

*Studies have shown that women, members of the LGBTQ+ community, and Black, Indigenous, People of Color (BIPOC) individuals are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description; despite the reality that applicants rarely ever meet 100% of the qualifications. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the role. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.*