



Big Brothers Big Sisters.

GREATER CINCINNATI

Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth.

MARKETING & GRAPHIC DESIGN INTERN

ROLES RESPONSIBILITIES INCLUDE

Administrative Support:

- Assist the marketing and development team with day-to-day tasks, including meeting preparation, filing, research, and other administrative duties as needed.
- Support organizational processes and procedures, ensuring all tasks are executed efficiently.

Content Creation and Graphic Design:

- Design eye-catching digital and print promotional materials to support marketing campaigns, events, and program initiatives.
- Contribute to event promotion through the design of flyers, banners, and other event-related assets.

Community Engagement:

- Identify and engage with new supporters, volunteers, or corporate partners to foster community connections.
- Draft donor communications, such as thank-you letters, impact updates, and informational emails, with a focus on visually appealing designs.
- Assist in organizing and maintaining donor records using a CRM system, ensuring accurate and up-to-date information.

INTERESTED? PLEASE CONTACT

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HYBRID WORK SCHEDULE | MONTHLY STIPEND