

american **CAMP** association®

5000 State Road 67 North
Martinsville, IN 46151
765-342-8456

Job Posting

Job Title: Graphics Assistant Intern
Responsible Team: Intellectual Team
Opening Date: 10/17/08
Salary Range: \$12.00 - \$15.00, Part-time, Temporary, Non-exempt
How to apply: Submit cover letter and resume to hr@ACAacamps.org also for more details about ACA visit our website at www.ACAacamps.org.

JOB DESCRIPTION:

- 1. ILLUSTRATES CONCEPTS AND PREPARES FILES ELECTRONICALLY...**
...by working with Graphic Design Specialist to assist in design of print materials for association marketing needs, including basic layout.
- 2. CONTRIBUTES TO THE PRODUCTION OF ACA MATERIAL...**
...by preparing clean, accurate files, and marketing graphics; creating professional print projects; scanning; communicating with communications team and national office concerning project specification; contributing as an active member of the communications team; assist in processing association print-production services.
- 3. ORGANIZE DATA FILES AND MAINTAIN A PRODUCTION PROCESS...**
...by keeping dated records in electronic format of all ACA-designed materials; for example, multiple ads for association magazines, various, newsletters, forms, organizing/labeling digital photographs, archiving old electronic files. Assisting in procuring print-production services by identifying products, vendors, sequence, completion dates, etc.; coordinating components of printing, fulfillment, and delivery services.
- 4. SUPPORTS OPERATIONS...**
...by having a familiarity with related jobs in print production and Web design.

QUALIFICATIONS:

- Expertise in creating computer-generated design: Pursuing Associate or Bachelor degree required or equivalent design experience.
- Software Proficient: Adobe InDesign, PhotoShop, Illustrator. Proficient in DreamWeaver, html, and Microsoft Word a plus.
- Digital Photography knowledge a plus.
- Comfortable with PC platform.