POSITION: **GRAPHIC ARTS AND SOCIAL MEDIA INTERN**

**Description**

Hmong Cancer and Health, Inc. (HCH) is a non-profit organization working to provide health related activities to the Wisconsin Hmong communities. We are looking for an intern with good knowledge and understanding of graphic arts and social media. HCH currently redesigning our website, and will soon launch a social media campaign. The intern will work with our web designer to upgrade and improve our website and Facebook pages. The intern will also help design graphic materials for HCH for publication, advertisements and related activities.

**Responsibilities**

- Contribute to website redesign project in various ways
- Monitor and post on blogs, forums, and social networks
- Online outreach and promotion using HCH web site and Facebook.
- Design art work for publications and advertisements
- Assist with other related activities

**Requirements**

HCH is looking for a college student in the Manitowoc area who is majoring in Graphic Arts, Social Media or related fields. This person should have good verbal and written English communication skills. Knowledge of PowerPoint, Word and Excel experience is a bonus. Ability to speak Hmong will also be a bonus, but not require.

**Majors:** Graphic Arts, Web Design, Computer Science, or other related fields.

**Compensation:** Volunteer, but might qualify for reimbursement and/or scholarship

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