Job title: Marketing Graphic Designer and Human Resources Intern
FLSA status: Non-Exempt
Pay rate: $11.50/hour
Department/Group: Administration
Reports to: Jim Wilson
Revision date: March 2018

About Baker Boyer:
Baker Boyer is the oldest independently owned community bank in the Pacific Northwest. It serves the Walla Walla, Kennewick and Yakima communities with seven branches, providing wealth management as well as personal and business banking services.

About this role:
Interested in a career in marketing or graphic design? This internship is a great opportunity for the intern to gain practical, hands on experience and knowledge in graphic design, as well as provide administrative, organization and project support to the Baker Boyer Marketing Team. In addition, this internship will gain experience and knowledge in the Human Resources field.

Baker Boyer is seeks a positive and highly organized individual who will focus on graphic design, with an emphasis on both print and digital advertising.

Role and Responsibilities:

- Assist in the creating and production of print newsletters, web articles, event invitations, collateral, print and digital ads, social media posts, and more.
- Create and edit advertising and marketing copy.
- Organize the information to go on our website in accordance with compliance needs.
- Scanning and cataloging archives
- Other project such as mass mailings, etc.
- Other additional responsibilities as requested or assigned.

Education and Experience Requirements:
Must be a current student at a community college or college/university majoring in business, human resources, marketing, or other applicable area of study.

Skills and Qualifications:
- Proficient Microsoft office skills, including Word, Excel, Outlook, Powerpoint.
- Experience with Adobe InDesign required.
Experience with Photoshop and Illustrator are preferred.
Must demonstrate strong communication skills, including listening, verbal and written communication skills.
Able to follow directions and multi-task.
Must demonstrate excellent time management and organizational skills.
Team player- willing to help and do what is needed and/or best for the organization, clients or team.
Must demonstrate a high level of confidentiality and job ethics crucial to the banking and human resources environment.
Professional presentation, both in personal appearance and communication.

**Physical Demands/Conditions Requirements:**
The job tasks and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made as appropriate to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, write, type, speak, & listen. The employee is occasionally required to stand, walk, reach, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color and peripheral vision, depth perception and ability to adjust focus. Ability to sit at desk and work on computer.

Occasional local travel for business purposes.

**How to Apply:**
- Visit bakerboyer.com/careers and complete the online application.
- Provide your resume and cover letter with your application. Your cover letter should include the following:
  - Which internship(s) you are interested in
  - A summary of your skills and educational pursuits
  - How your skills would benefit Baker Boyer Bank
  - What you are interested in learning through an internship. For example: Are there specific skills you would like to hone? Do you have a specific project in mind?

Please email HR@bakerboyer.com should you have any questions about the internships or process.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Baker Boyer believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to adjust the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

**Baker Boyer is an equal opportunity employer.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.