The **Southwest Missouri Council of Governments** (SMCOG, pronounced ‘sim-cog’) is a Regional Planning Commission and association of local governments in a 10-county region of southwest Missouri. SMCOG is a quasi-governmental agency tasked with overseeing and guiding the growth and development of the region and protecting natural resources. SMCOG contract with Missouri State University for staffing and administrative support. All SMCOG employees are employees of MSU.

SMCOG is seeking to fill a part-time Graphic Design/Communications Intern position. Starting pay is $13.00 per hour up to 1,000 hours in a rolling 12-month period. The selected intern will have the opportunity to work on a variety of projects to bolster their professional work portfolio and learn how to work in a professional office environment.

**Graphic Design/Communications Intern**

Graphic design/Communications interns are responsible for assisting in the design of digital and print materials. The intern will be collaborating with staff on various projects such as long form document publication, flyer creation, social media content, etc.

**Detailed job duties include:**

* Design and develop graphic design projects for print, digital or other media.
* Create and supervise the implementation of SMCOG design standards to create a variety of marketing materials, both print and digital ads, signage and handouts for events, social media graphics, and various print publications.
* Update SMCOG website with content using WIX
* Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

**Qualifications**

* Must be least 18 years of age
* Pursuing graphic design degree, or related field
* Must be proficient using Adobe Creative Suite, and Microsoft Suite
* Experience with webhosting program Wix, or willingness to learn
* Strong verbal and written communication skills are required.
* The ability to work with minimal supervision, meet deadlines, and work efficiently in non-routine situations is required.
* The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

**Qualified applicants should submit a resume and work samples to** [**JasonRay@MissouriState.edu**](mailto:JasonRay@MissouriState.edu)**.**