Graphic Design/Communications Internship
Southwest Missouri Council of Governments (SMCOG)
& MSU's Center for Resource Planning and Management (CRPM)

Apply by Monday, December 8, 2025

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 governmental agency tasked with overseeing and guiding the growth and development of the region and protecting natural resources. Our professional staff provide expertise in city planning, transportation planning, community development, economic development, disaster recovery, environmental protection and conservation, and grant writing.

SMCOG contracts with Missouri State University for staffing and administrative support. All SMCOG employees are employees of MSU. The SMCOG office is now conveniently located on the MSU campus!

SMCOG is seeking to fill a part-time Graphic Design/Communications Intern position. Starting pay is $15.00 per hour for approximately 20 hours per week. Work schedule may be flexible based on the student's course schedule and assigned workload. 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

The Graphic Design/Communications Intern is responsible for assisting in the design of digital and print materials. The intern will be collaborating with professional staff on various projects such as long form document publication, flyer creation, social media content, email graphics, and more.

Detailed job duties include:

- Assist in the design and layout of professional reports, publications, and planning documents – ranging from short summaries to comprehensive reports up to 100 pages in length.
- Format text, graphics, tables, charts, and maps to create cohesive, visually appealing layouts consistent with organizational branding and accessibility standards.
- Collaborate with project managers and technical staff to structure complex information into clear, readable designs that enhance understanding and engagement.
- Prepare final digital and print-ready files, ensuring accuracy in typography, spacing, color, and visual hierarchy.
- Utilize tools such as Adobe InDesign, Illustrator, and Acrobat, in addition to Canva and other platforms to produce publication-quality layouts suitable for distribution in both print and digital formats.

- 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 a degree in graphic design, or related field.
- Must be proficient using Adobe Creative Suite and Microsoft Office Suite.
- Experience with the webhosting program Wix, or willingness to learn.
- Strong verbal and written communication skills are required.
- Must embrace and use the oxford comma.
- The ability to work with minimal supervision, meet deadlines, and work efficiently in non-routine situations is required.
- The ability to receive and incorporate constructive feedback with a positive attitude; understands that creative projects often require multiple revisions to achieve the desired outcome.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.
- Interest in the field of city planning, transportation, or community development is preferred.
- A passion for improving the quality of communities is highly preferred.

Qualified applicants should submit a letter of interest, resume, and work samples to JasonRay@MissouriState.edu by 10:00 AM Central Time, Monday, December 8, 2025. The ideal start date is January 12, 2026.