



## **Digital Media and Graphic Design Intern**

### **Louisiana Ambulance Alliance**

The Louisiana Ambulance Alliance (LAA) is a diverse group of EMS providers who promote emergency medical transport as a distinct concern in Louisiana; serve as a forum for a unified voice for healthcare providers, public officials, healthcare workers, educators and consumers working to improve emergency medical transport in Louisiana; provide a forum for the exchange and distribution of ideas and information related to the improvement of emergency medical transport; serve as an advocate for emergency medical transport, promoting improved health status and improvements to the health system for residents of Louisiana; and encourage the development of appropriate health resources for Louisiana.

#### **Position Summary:**

Under the guidance of the Communications and Marketing Manager, the Digital Media and Graphic Design Intern will be responsible for assisting with a variety of day-to-day projects under the Louisiana Ambulance Alliance brand. In addition, the Digital Media and Graphic Design Intern is responsible for assisting with the development of a digital media strategy that will meet organizational goals. This opportunity will provide hands-on, valuable experience with creating graphics, collateral and promotional materials, producing videos, photography and other projects to prepare the intern for a successful career in media and design.

#### **Responsibilities/Duties:**

- Designs digital and print content for our web and social media presence: Facebook, Instagram, LinkedIn, Twitter and YouTube.
- Captures videography and photography for inclusion in web content, social media campaigns, promotional/recruitment materials and other activities.
- Works with cross functional teams to assist with design projects.



**LOUISIANA  
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**RESPONSE — POLICY — EDUCATION**

- Prepares for and promotes a variety of organization events.
- Has the option to travel for events and workshops.
- Completes other duties as assigned by Communications and Marketing Manager.

**Skills:**

- Adobe Photoshop, Illustrator and InDesign
- Designing online and printed marketing materials
- Project management and multitasking
- Strong writing and communications skills
- Keen attention to detail
- Photography, videography and editing
- Microsoft Office
- Skilled in social media
- Proactive and solution oriented

**Qualifications:**

- Considerable knowledge of graphic design and editing.
- Considerable knowledge of photography and videography.
- Above average verbal and written communication skills.
- Must have time management, organizational and troubleshooting skills.
- Must be proactive, detail-oriented, a quick learner, forward thinker and flexible/adaptable to accurately complete a variety of job functions.
- Comfortable working independently and collaboratively with cross functional teams to achieve company objectives.
- 0-2 years of experience preferred.

**Education:**

- Currently pursuing a bachelor's degree in Graphic Design, Digital Media or a related field.
- GPA of 3.0 or higher

**Job Type:**

- Part-Time (Flexible 10-20 hours/week)
- College credit available



**Travel:**

- Optional travel to attend workshops and events

**Requirements:**

- Cover letter
- Resume
- Portfolio and/or work samples
- Two references
- Copy of Transcript

Please submit application requirements to [communications@louisianaambulancealliance.org](mailto:communications@louisianaambulancealliance.org).

To learn more about LAA, visit [www.LouisianaAmbulanceAlliance.org](http://www.LouisianaAmbulanceAlliance.org). For up-to-date information, news and updates, follow us on [Facebook](#), [Instagram](#), [LinkedIn](#) and [Twitter](#).