

*Internship Program*  
*Sigma Chi International Fraternity Headquarters*

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## **Social Media and Graphic Design Intern – Job Description**

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**Department:** *Engagement and Communications*

**Immediate Supervisor:** *Senior Director of Engagement and Communications*

### Job Description

Under the leadership of the Sigma Chi senior director of marketing and communications, the Social Media and Graphic Design Intern will have the opportunity to assist in providing input on designing and creating digital and print assets for undergraduate chapters' recruitment in addition to the Fraternity's social media, email marketing, and website. The intern can expect to gain hands-on experience working with a marketing and communications team, learning to implement and enforce style and brand standards and the asset design and creation process.

### Duties and Responsibilities

- Work directly with the Engagement & Communications team, assisting with the conceptualization, design, and execution of social campaigns and management of social media calendar.
- Manage Sigma Chi Intern Program account(s) and generate specific content for those pages.
- Coordinate content submissions for the Fraternity's weekly Flag Friday content on social media, writing text and producing graphics as needed.
- Design graphics for specific programs and marketing for special events such as workshops, conferences and meetings; undergraduate and alumni chapter recruitment, promotions, and anniversaries.
- Assist with community management for social media groups by approving and declining content and membership requests.
- Assist with producing brand-consistent recruitment materials for undergraduate Fraternity chapters.
- Attend the 2025 Krach Transformational Leadership Workshop (July 30th-August 2nd, 2025). Responsibilities include operational team assistance and potential content capture opportunities.
- Assist with any other projects as assigned including but not limited to video projects, writing projects, member engagement projects or general operations.

### Requirements

- Current undergraduate or graduate student in good standing pursuing a bachelor's degree or career in marketing, advertising, graphic design or a similar field.
- Proficiency with social media platforms including TikTok, Instagram, Facebook, Snapchat, X/Twitter, etc. and up to date on popular social media trends.
- Proficiency with Canva and Adobe Creative Suite, including InDesign, Photoshop, and Illustrator.
- Have strong writing and communication skills.
- Position will preferably be a hybrid with work out of the International Headquarters office in Evanston, Illinois, and home depending upon the intern's location and availability.

- Preferred schedule will be a 10-hour work week, Monday through Friday, with exact hours being determined between the supervisor and the intern.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills.*