### Graphic Design Internship

# Organizational Description

USA Boccia is the national nonprofit organization in charge of developing and managing the sport of boccia in the USA. At USA Boccia our mission is to expand and develop our sport across all markets and provide persons with physical disabilities the opportunity to learn, play, and compete in the sport of boccia on the local, regional, regional, national, and international levels.

Boccia (BOCH-ə) is a precision ball sport, similar to bocce – a sport common in Europe today. Boccia is a seated wheelchair sport for athletes. The rules governing boccia include a sophisticated classification system that matches athletes based on their level of disability. Boccia is contested at local, national and international levels

In 1984 Boccia became a Paralympic sport, and by 2008 was being practiced in over fifty countries worldwide. Boccia is governed by the Boccia International Sports Federation, (BISFed).

**Internship**

USA Boccia is seeking Virtual Based College Interns that want to make an impact developing the sport of Boccia across the entire country. We are seeking serious college students that can dedicate themselves to an internship with high level responsibilities and expectations. If you fit this model, then please proceed with the application process.

**Preferred Qualifications and Skills**

* We are seeking top level, organized, team oriented, talented, motivated, outgoing, flexible and innovative interns to assist in the sport’s development, promotion and marketing.
* This internship is for serious students seeking a high level of responsibility and expectations.
* Ability to multi-task, stay organized, and deliver results on time.
* Ability to use an on-line project workflow management system.
* Access to a computer with Microsoft Office and internet connectivity required.
* Proficiency in Microsoft Office (Word, Excel, Publisher, Powerpoint).
* Engage in weekly video meetings with supervisors and USAB staff.

**Internship Benefits:**

This is a tremendous experience!

We have tons of interns from across the country last year. The interns get a great hand-on experience.

* Earn academic credit.
* Great usable field experience applicable in preparation for your career.
* Great portfolio opportunity with projects involving social media, website, events, marketing, sports development. Media advertising development and more.
* Internships are semester-long positions.
* This IS a REMOTE VIRTUAL internship position. Candidate MIST have the discipline AND communication skills to excel in this type of environment.

**Requirements / Placement:**

* Should have an extensive knowledge of graphic design software.
* Priority will be given to those students completing the internship for academic credit and/or for a graduation requirement.
* Priority will be given to students currently enrolled in college.
* Should have a basic knowledge of many of our sports.
* Apparel design experience is helpful for some projects
* Work well with others as part of a team
* Solid work ethic, able to meet tight deadlines

**To Apply:**

Go to www.usaboccia.org under internships

Application Process Steps:

1: Complete Google Application

2: Submit Resume and Cover letter upon Request

3: Set up Zoom Interview upon request

**General Description**

Interns are responsible for designing a multitude of projects and assisting various volunteer committees with all of their projects.

**Activities/Tasks**

* Design artwork for on merchandise, posters, fliers, annual reports, marketing sponsor decks, promotional materials, etc.
* Design annual report to be submitted to Board, Sponsors and Foundations.
* Design various award certificates for volunteer awards, etc
* Design and produce the promotional booklet, schedule card, and Official Programs as needed
* Design and Co-Produce a newsletter that reaches volunteers, sponsors and sport organizations.
* Oversee all outgoing publications and promotional materials.
* Assist with event management at designated events remotely.
* Complete all other duties as assigned.