



"GATHER. CONNECT. AFFECT."

Spring 2019 Black Tech Nation Digital Design Internship

Are you a young person with dreams of becoming a creative digital designer one day? Want to be a part of rapidly growing social good organization based in Pittsburgh? Interested in perfecting your craft as a creative, expanding your professional network, and making a difference within an entire tech industry? Black Tech Nation (BTN) is seeking a Digital Design intern for the Spring semester. While we encourage college students to apply, you do not need to be enrolled in school to apply. We believe that talent also lies outside of the education system.

The following skills are strongly suggested:

- A creative thinker who eat, sleeps, and breathes creative design
- Has previous design experience (please respond with links to your previous work)
- Proficient in graphic design software of his/her choice; able to design most graphics
- Technically savvy - comfortable using Google Suite, Mailchimp, Slack, and Trello (we can potentially train you)
- Comfortable working in a fast-paced, unpredictable startup environment
- Isn't afraid to voice his/her ideas and knows how to communicate them effectively
- Works well on a team
- Knowledgeable in social media marketing
- Knowledgeable about social media software like Buffer and Hootsuite
- Knowledgeable about social posting software like Snapseed and Canva
- Very organized; likes to make clear to-do lists and stick to them
- Enthusiastic about growing a business
- Can design websites (a plus, but not required)
- Has copywriting skills (a plus, but not required)

About Black Tech Nation

[Black Tech Nation](#) is a social good organization creating and growing a black tech ecosystem in the Pittsburgh region. We are moving the tech industry towards inclusion through events, programming, and partnerships with prominent institutions, companies, nonprofits and government entities. Starting in 2019, we will begin hosting a series of monthly, bi-monthly, and

quarterly events in partnership with companies and institutions like Carnegie Mellon University's School of Computer Science – the #1 computer science school in the country - Google, Uber, UPMC, and many more. We're looking for someone like you to help us grow and introduce the BTN brand to a wider audience within the tech industry, both locally and nationally.

Some of your duties will include the following:

- Assist Executive Director, BTN team, and BTN Executive Intern to create authentic/outstanding social media graphics for social media & marketing campaigns.
- Create graphics and designs for all digital and physical materials for sponsorships, presentations, events, online content, and social media campaigns.
 - Pitch Decks
 - Proposals
 - Event Flyers
 - Specific Social Media Posts
 - Pamphlets
 - Brochures/Booklets
 - Infographics
 - Graphics for videos (potentially)
- Work alongside Executive Director and Outreach & Communications Manager to design BTN newsletter using Mailchimp
- Attend weekly design meetings (either in-person or video)
- Create lists of resources for various design projects (i.e. certain template websites)
- Correspond with website manager to make sure specific graphics/designs are added to website
- Work closely with BTN Events Manager & Executive Intern on marketing designs and materials for various events
- Attend specific BTN events in Pittsburgh (as necessary)
- Other tasks TBD (to be determined)

Our Promise To You!

Don't worry if you feel that you can do these tasks to their full potential just yet. We will take the time to train and guide you. By the end of this internship, you should walk away with the skills needed for future success!

If this sounds like an opportunity you'd like to explore, please email blacktechnation@gmail.com with your name, your class year, your resume, and why you'd like to work with BTN as our rock star digital design intern! (Important Note: We encourage people of all ethnic backgrounds to apply, however, you must be 18 years or older.) www.blacktechnation.com