



GRAPHIC DESIGN SUMMER INTERN

East River Electric Power Cooperative is seeking a summer intern to work in the Member Services Department. The primary responsibility of the intern will be to design, develop and layout the cooperative's annual report. Other assignments may include designing brochures, banners and other print media, as well as photography and research/writing/editing of industry-related articles.

This is an excellent opportunity to acquire real world graphic design experience and enhance your portfolio with professional-quality pieces.

Proficiency with desktop publishing software, knowledge of the graphic design principles and understanding of printing practices is required. East River Electric uses the Adobe Creative Suite product line, including InDesign, Illustrator and Photoshop for its publishing work. Familiarity with Flash and DreamWeaver is a plus, but not required.

The person hired will be expected to adhere to the Cooperative's normal work schedule, with the option of participating in the 9/80 flex schedule which enables employees to have every other Friday off. The hourly rate of pay will be \$9.50.

Based in Madison, SD, East River Electric Power Cooperative is a power supplier, delivering wholesale power to 25 member electric distribution systems in eastern South Dakota and western Minnesota.

To be considered for this position, an East River application form is required. Applications may be downloaded from our website, www.eastriver.coop, or obtained by contacting hr@eastriver.coop.

Applications will be accepted until February 24, 2012.

Equal Opportunity Employer

EAST RIVER ELECTRIC POWER COOPERATIVE, INC.
POSITION DESCRIPTION

Position Title: Graphic Design Intern
Reports To: Cooperative Communications Manager
Directly Supervises: 0
Division: Member Services
Department: NA
Grade Classification: NA
Survey Group: Professional and Administrative

Position Purpose: Assist the Member Services Division with graphic design and layout projects for the annual meeting, including the annual report, brochures, displays and other print materials. Some writing, copy editing and photography may also be required to support Member Services.

Responsibilities and Duties:

1. Graphic design and layout for East River's annual report.
2. Concept and develop information and product displays for meetings and fairs.
3. Editing/writing/photography.
4. Other duties as assigned.

Licenses and Certificates: Valid Driver's License

Uniform: No

Minimum Qualifications: College/university or technical student presently enrolled in accredited school and studying for a degree in an appropriate field. Preference will be given to applicants needing an internship for completion of their degree.

Physical Qualifications: Work environment is generally a climate controlled office with adequate lighting and low noise level. Requirements include frequent sitting, standing, walking, bending, reaching occasionally both overhead and below shoulder level, using keyboard/computer and occasionally lifting up to 25 pounds. This position requires finger dexterity, and effective communication and interaction skills, including speaking, hearing and vision capabilities.

Periodic travel by Cooperative vehicle may be required.

Accepted by: _____ Date: _____
(Employee)

Approved by: _____ Date: _____
(Immediate Supervisor)