

TMI Portfolio



TMI Consulting, Inc. has been cultivating inclusion within companies and communities around the world for over a decade. Our latest evolution includes a wider brand scope under the new banner, TMI Portfolio. TMI Portfolio is a collection of socially responsible and interconnected companies working to advance more culturally inclusive and equitable workforces.

TMI Portfolio's companies represent a unified effort to provide diversity, equity, and inclusion services to a variety of sectors. Our services now include hands-on, human interventions, consulting, and interactive digital solutions. We know no two organizations are the same, which is why we have expanded our business to support a variety of circumstances and needs. Our expanded suite of businesses gives us the agility to tailor our interventions to accommodate the needs and scale of any organization.

Our Companies



TMI Consulting, Inc. specializes in creating inclusive communities. We believe that diversity, human equity, and cultural competence help optimize organizational development. Our team of consultants, trainers, coaches and facilitators have years of adult learning experience—combining the latest learning principles with our instructional design and delivery.



Loom Technologies was created to provide technology-based solutions designed to support, improve, and grow socially responsible and inclusive organizations.

We recognized the increased need to support our clients with digitally based solutions. Our flagship product, Loom the Culture Map™ is specifically designed to support organizations from within and help them build the culture they aspire to create.



Graphic Design Intern

Classification

Non-Exempt, Part-Time

Salary Grade/Level/Family/Range

\$16.00

Reports to

Chief Product Officer

Job Description Posting Date

May 10, 2019

Job Description

Summary

The intern will provide design support to company executives by handling design requests and performing support functions such as preparing deliverables for clients, formatting documents, designing marketing campaign collateral, support and work collaboratively with sales and marketing. Maintain brand templates and brand standards.

Key Responsibilities

- Create and maintain document presentations, deliverables, and templates.
- Maintain document storage systems.
- Work with senior c-level stakeholders and provide design support for more unique/new deliverables.
- Design materials that explain and break down information to stakeholders, executives, team members and other client audiences.
- Develop powerpoint presentations, worksheets, and other client deliverables.
- Develop data visualizations.

Competencies

- Communication Proficiency
- Time Management
- Collaboration Skills
- Personal Effectiveness/Credibility
- Flexibility
- Technical Capacity
- Stress Management/Composure
- Narrative storytelling. Be able to build strong and strategic narratives using compelling data.
- Experience designing presentations for single and hybrid environments (in person and/or digital)
- Ability to work within tight timelines
- Ability to take complex data and communicate that data in a simple and comprehensive fashion.
- Skilled visual designer, proficient copywriter

Required Education and Experience

Portfolio submission required. Please provide a portfolio that showcases a thoughtful consideration of the audience served.

Preferred Education and Experience

- High School diploma or Associate's degree
- Working toward a BFA Graphic Design degree or equivalent work experience
- Excellent communicator and creative thinker, with an ability to use data to inform all decisions.
- Adobe: InDesign, Acrobat, Illustrator, Photoshop,
- WordPress



- Microsoft: Word, Excel, PowerPoint
- Google Drive: Google Sheets, Google Docs
- Mailchimp
- Google Analytics
- Google Search Console

Position Type/Expected Hours of Work

This internship will require 10-15 hours per week in office, between Monday through Friday, 9am to 5pm.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and printers/scanners.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to sort, select or distribute; and reach with hands and arms. The job requires long periods of standing while teaching a class.

Travel

No travel associated with this position.

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

TMI Consulting, Inc. is an Equal Employment Opportunity

