

About Us

Innovation DuPage is a 501(c3) nonprofit organization that serves as both a business incubator for early-stage companies and a business accelerator for scaling emerging small businesses. Our mission is to advance economic development by connecting startups and small businesses with the knowledge, experts, and resources vital for success. As the premiere business incubator and accelerator for the region, we generate resources, create opportunities, and manifest a vibrant community dedicated to advancing the greater entrepreneurial ecosystem, guided by our values of inspiration, initiative, knowledge, collaboration, service, integrity, and diversity.

About the Role

As our Graphic Design Intern, you'll work closely with our marketing and communications team to create visual content that supports our programs, events, and partner businesses. This is a great opportunity to build a professional portfolio while gaining real-world experience in a fast-paced, entrepreneurial environment.

Responsibilities

- Design graphics for social media, email newsletters, and website content
- Create marketing materials such as flyers, brochures, event signage, and presentation decks
- Support the development of brand assets and templates for internal and partner use
- Assist in photographing and editing images from events and programs
- Collaborate with staff to translate ideas and messaging into compelling visuals
- Help maintain brand consistency across all platforms and materials
- Participate in brainstorming sessions for campaigns and content strategy

Qualifications

- Currently pursuing a degree in Graphic Design, Visual Communications, Marketing, or a related field
- Not expected to graduate within the next year (to support a full year of continuity in the role)
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and/or Canva
- Strong eye for typography, layout, and color
- Ability to manage multiple projects and meet deadlines
- Excellent communication and collaboration skills
- A portfolio or work samples showcasing design skills (required)
- Experience with video editing or motion graphics is a plus but not required

What You'll Gain

- Hands-on experience designing for a real organization and its network of clients
- Mentorship from experienced marketing and design professionals

- A robust portfolio of published, real-world design work
- Exposure to the local entrepreneurial and small business ecosystem

Details

- **Location:** 535 Duane St., Glen Ellyn, IL 60137
- **Schedule:** Part-time, Hybrid
- **Compensation:** \$15/hour, paid
- **Duration:** 1 year from date of hire

To Apply

Please click the link below to apply now, and don't forget to submit your resume to internplus@innovationdupage.org