



Alpha Delta Pi

Foundation

EDUCATE · LEAD · SERVE

The Alpha Delta Pi Foundation, Inc. is conducting a search for a Graphic Design Intern.

POSITION EXPECTATIONS:

The individual in this role will report to the Senior Director of Operations and is expected to carry out the following responsibilities:

- Execute design tasks to create co-branded logo lock-ups for collegiate chapters and alumnae associations use, adhering to prescribed brand standards
- Adobe Creative Suite proficiency required, specifically Adobe Illustrator
- Must interpret art direction, guidelines and freely accept feedback and criticism
- Communicate proactively about progress or challenges
- Maintain professionalism in all interactions
- Organize and prioritize information and communications
- Provide punctual responses to emails and messages
- Take ownership of assignments while knowing when to ask for help
- Create and maintain a consistent work schedule for the duration of the project
- Meet established deadlines

QUALIFICATIONS:

Graphic design experience is essential. Membership in a sorority or fraternity a plus.

- Current undergraduate or graduate student
- Understanding of fundamental design principles
- Proficient with Adobe Illustrator
- Asks questions and accepts constructive feedback
- Takes initiative
- Experience working in remote settings
- Must work well with others
- Attention to detail and highly organized
- Ability to prioritize tasks to meet agreed upon deadlines
- Strong communication skills (written, oral and interpersonal)

The Graphic Design Intern position is part-time, paid position requiring approximately 3-5 hours per week. The timeline for this work is from March – October 2026, with an option to extend following for future design projects.

The Alpha Delta Pi Foundation, Inc. is a 501(c)(3) organization that supports the leadership, educational and philanthropic purposes of Alpha Delta Pi Sorority.

To apply, interested candidates should send a cover letter and resume to:

hr@alphadeltapi.com