

## GRAPHIC AND WEB DESIGN INTERN POSITION

### **FIRM OVERVIEW:**

Legend Financial Advisors, Inc.<sup>®</sup> (Legend) is a Non-Commission, Fee-Only Securities and Exchange Commission registered Investment Advisory Firm with its headquarters located in the North Hills of Pittsburgh, Pennsylvania. Legend provides Wealth Advisory Services including Financial Planning and Investment Management to affluent and wealthy individuals as well as business entities and non-profit organizations.

We are currently seeking college freshmen, sophomores, or juniors with an interest in working in a professional business environment to join our team for a Graphic and Web Design Internship. We will provide qualified individuals with outstanding education and growth opportunities. If you are a high-energy individual with a strong work ethic, excellent team skills and outstanding communication skills, we would like to speak with you.

We offer internships that are paid and are year-round (we do not offer "Summer Only" internships). Positions are part-time during the academic year: a minimum of 15.0 hours worked per week are required. During the Summer, our students work an expanded schedule of hours.

Additional information about our firm can be found on our Website [www.legend-financial.com](http://www.legend-financial.com).

Interested candidates should send their resume and completed employment application to:

Celine M. Stanasolovich  
Director of Human Resources and Accounting  
Legend Financial Advisors, Inc.<sup>®</sup>  
5700 Corporate Drive, Suite 350  
Pittsburgh, PA 15237-5829

# GRAPHIC AND WEB DESIGN INTERN POSITION DESCRIPTION

## **NECESSARY SKILLS:**

1. Experience with Microsoft Word, Excel, PowerPoint, Outlook, Internet Explorer.
2. Strong communication and grammar skills.
3. General knowledge of the Adobe Creative Suite.
4. Basic knowledge of Open-Source Content Management Systems (Joomla!).
5. Experience with HTML, CSS and JavaScript would be helpful.

## **GRAPHIC AND WEB DESIGN DUTIES:**

1. Assist with the ongoing enhancements to our Website.
2. Develop promotional E-mail announcements.
3. Creating and editing of Web pages, Blogs, E-mails, and presentations.
4. Assist with potential design enhancements of the firm's Financial Planning, Investing and Retirement Plan E-mail newsletters.
5. Assist with potential design enhancements for the firm's Monthly Client Letter.
6. Research potential new graphic and Web design services or software.
7. Aid in the design of the firm's marketing materials.
8. Identify useful stock images from Websites such as iStock.com and add potential design enhancements.
9. Assist with ongoing maintenance to our video libraries on YouTube and Wistia.
10. Producing Media files for Social Media.
11. Other projects as assigned.

## **MISCELLANEOUS DUTIES:**

1. Perform general office duties—approximately 15% to 20% of the time.