Front-End Web Intern

AGENCY DESCRIPTION:
Washtenaw Area Council for Children (WACC) is a non-profit organization in Washtenaw County committed to the prevention of child abuse and neglect. WACC provides educational programs and services to children, youth, parents, community members and youth-serving professionals designed to promote child safety and prevent child abuse and neglect.

GENERAL SUMMARY:
The Front-End Web Intern is responsible for the design and inner workings of WACC's online presence - including general website maintenance, HTML email correspondence, web & graphic design, and occasional social media engagement. Contract position (10 hours per week), starting February, 2018. Flexible hours.

DUTIES & RESPONSIBILITIES:
- Maintain Washtenaw Area Council for Children's website including updating content, editing layouts, and optimizing code;
- Create bi-monthly HTML emails;
- Design graphics, flyers and posters;
- Write social media posts
- Provide regular reports on the work being accomplished; and,
- Other responsibilities as assigned by the Executive Director

REQUIREMENTS & QUALIFICATIONS:
- Working knowledge of HTML & CSS (including HTML5 & CSS3)
- Some knowledge of JavaScript is a plus
- Experience with content management systems (e.g. Squarespace)
- Experience with web or graphic design
- Impeccable written and verbal communication skills

SUPERVISION:
The Cyber Safety Program Facilitator will report to the Executive Director.

To apply send a resume and portfolio to jyoti@washtenawchildren.org by January 22, 2018.