

## **Michigan Coalition Against Homelessness Position Description**

**Position Title:** Web Content Development Intern

**Reports To:** Executive Director

**Work Location:** Main Office: 15851 S Old US-27 Building 30, Suite 315, Lansing, MI 48906

**Position Summary:** Assist lead web developer in maintaining and adding content to managed website and collaborating with staff to ensure most up-to-date information is provided on agency's website.

### **Essential Duties and Responsibilities:**

- Manage website content;
- Assist in cleaning of website content to reflect consistent branding and timely updates;
- Regular communications with web development team;
- Conduct website analytics and provide insight into methods for increasing web traffic;
- Research website enhancement methods and practical applications;
- Development of website components;
- Other activities as assigned.

### **Qualifications:**

- At least two years of college;
- Strong written and verbal communication skills;
- Ability to organize activities and prioritize assignments;
- Working knowledge of Microsoft Office Suite;
- Ability to work independently;
- Ability to learn and understand complex systems;
- Familiarity with content-managed websites (Experience with Joomla, WordPress or Drupal a plus)
- Entry-level understanding of one or more of the following:
  - HTML/CSS/PHP web-development language
  - Java or JavaScript Programming language
  - Graphic Design
  - Database Development
- Desire to make a difference in the human service sector.

To apply for this position, please send resume and cover letter to Laurel Burchfield, Manager of Marketing, Growth, & Development, [lburchfield@mihomeless.org](mailto:lburchfield@mihomeless.org).

**This is an unpaid position located in Lansing, MI. Class credit may be available.**