**Website & Social Media Development Internship**

**YWCA of Lincoln**

**Purpose:**

To learn, practice, and implement website development and social media strategies by assisting the staff and carrying out mission–related tasks at a nonprofit charitable agency, but also experience other aspects of non-profit management including grant writing, marketing, and program development and support.

**Period:**

Work schedule is approximately 12 hours- 15 per week. Starting and ending date to be determined. (Basic weekly schedule to be provided; school breaks will be time off.) If applicable, total hours for credit will be agreed upon with Director of Program of Study.

**Required Duties & Skills:**

* Attend and successfully complete all required training programs, staff meetings and complete all related assignments in a timely manner
* Complete at least two projects designed with staff
* Add information and help to organize it on the website
* Help to create and distribute monthly newsletter or agency blog
* Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
* Must have good computer skills and be proficient in Microsoft Word, Excel, Internet and e-mail.
* Provide accurate and timely reporting of work performed and outcomes in the form of database management and a written report to the supervisor at the completion of project or time served
* Greet and assist clients whenever needed. Collaborating with human service agencies and other resources to refer services for the refugees and immigrants.
* Perform related duties and responsibilities as required.
* Schedule 2-4 hours per week to do general office assistance such as answering the phone, filing, and other duties as assigned.

**Preferred Skills:**

-Experience with HTML/CSS programming

-Graphic Design

-Website development experience

-Social media promotional experience

**Submit Resume and Letter of Application to:**

**Karen Bell-Dancy, Executive Director, YWCA Lincoln**

**1701 South 17th Street, Ste 2D**

**Lincoln, NE 68502 Or executivedir@ywcalincoln.org**