



Growing, innovating, learning, and prospering... TOGETHER

DO NOT APPLY UNLESS YOU HAVE BASIC WORDPRESS EXPERIENCE

The Mid-Valley STEM-CTE Hub is currently seeking a creative, detail-oriented, focused, self-starting and enthusiastic WordPress intern.

We are seeking someone proficient in WordPress; you don't need to be a graphics designer, but a generalist that is interested in marketing, content, and branding. You will be expected to play an active role in maintaining the organization's website and help support marketing initiatives.

This is a **short-term (six month) paid internship**. Interns earn an hourly rate of \$15/hour and have access to career guidance, coaching, and support. If you are looking for a career opportunity we will help you and act as a reference.

You will:

- work with the two MVSCH staff for content and design ideas
- be responsible for any changes / enhancements / deployment of content web sites
- collaborate closely with staff (with temporary remote work due to Covid-19; on the LBCC campus upon return to in-person operations)
- be professional, creative, and low drama
- create an exceptional user-friendly website experience

Skills & Experience (not all required, but nice to have!):

- knowledge of WordPress (must have samples of WordPress sites you have worked extensively on)
- experience with Google Analytics, Google Tag Manager, Google Ads, ConstantContact, etc.
- working knowledge of Google Applications (i.e Calendar, Drive, Hangouts, etc..)
- communication is key to performing this job, including: timely progress reports, flexibility, and project management
- available and able to work 10-15 hours per week
- ability to work independently and as a team
- ability to handle confidential and sensitive information
- excellent verbal and written communication skills
- passion for visual storytelling
- willingness to learn & can-do/will-do attitude
- ability to take criticism of your work and make needed improvements
- must be currently enrolled in college; local grads may also be considered

If your passion is boosting a website brand, look and performance, this may be a great opportunity for you.

To apply:

Submit a resume, cover letter, and portfolio of your work that highlights your achievements in the areas outlined above and your interest in working with STEM-CTE outreach as well as an enrollment verification from your college or university to: midvalleystemctehub@gmail.com

Closing date:

Monday, October 5, 2020

