



Website and Internet Development Internship Position

Charleston Habitat for Humanity (CHFH) seeks a creative and innovative Website and Internet Development Intern to assist in developing and updating our website and internet marketing/news updates. We are a 501©3 non-profit organization, an independent affiliate of Habitat for Humanity International, with a mission to end poverty and substandard housing in our community through providing affordable homeownership and home repair opportunities for local, working families.

Objective: The Website and Internet Development Intern will work in partnership with Volunteer Coordinator and other CHFH staff to maintain updated website and other internet communication sites like facebook, twitter, blogs, online photo albums, and monthly e-newsletters.

Responsibilities:

- Attend weekly staff meetings to obtain current happenings at CHFH
- Learn and understand how to operate current website hosting site
- Keep all pages on website up-to-date with current news and projects
- Use graphic design skills to make the website more appealing and easy to navigate
- Update facebook, twitter, myspace, and online photo albums
- Assist with writing and designing monthly blog and email-newsletter

Qualifications/Requirements:

- No less than college junior or senior – Ideally for those studying graphic design, communications, or computer technologies
- Must have own transportation
- Minimum B average (80%)
- Excellent writing skills
- Proficiency in Microsoft Office as well as basic HTML and website design.
- Familiarity and/or experience with Habitat for Humanity is preferred

Schedule/Time Commitment: *(can be modified to work with school requirements and schedule)*

- For fall or spring positions: 125 hours (averages at 16 weeks at 8 hours/week)
- For summer positions: 200 hours (20 hours a week for 10 weeks)
- Must be available to attend Tuesday morning staff meetings from 8:30am – 10:00am. Otherwise, a flexible schedule will be set around class and/or works schedules

Additional Information: Weekly scheduling if flexible with personal class schedules and commitments. Computer, desk, and office supplies will be provided at the CHFH office at 731 Meeting Street. This internship is unpaid, but we will provide documentation for school credit. By participating in the internship, you can experience a career in the non-profit business world and gain valuable skills for any future job.

How to Apply: Email resumes to laurel@charlestonhabitat.org. Include 200 words on why you would like to work as an intern with Charleston Habitat for Humanity in the body of the email. If we feel your qualifications align with our criteria, we will contact you for an interview.