



Applications are currently being accepted for a Website Designer Internship. Please submit an application by sending a cover letter and resume to Karol Chubb, Development Associate at kchubb@h4h.org.

Reports to: Development Associate, Special Events
Duration: 2 Months
Hours per Week: Approximately 4 hrs/wk
Travel: Minimum

ROLE & RESPONSIBILITIES

- Internship will be from the 3rd week of January to the end of March 2018.
- This position will be focused on redesigning the Habitat for Humanity of Huron Valley's Website.

Responsibilities include:

- Re-Designing the layout of Habitat for Humanity of Huron Valley's website pages.
- Candidate will be responsible for presenting drafts of web pages for approval before changing layout of web pages.
- Candidate will be responsible for creating innovative, creative, and up to date designs.
- All content for the webpages will be provided to the candidate.

REQUIRED QUALIFICATIONS

- Intern must be at least 18 years old.
- Candidate must possess a high school diploma or equivalent.
- Candidate must have prior experience with Word Press.
- Candidate must be able to provide a small portfolio of webpages he/she has designed.
- Candidate must provide 3 professional references and an Internship Advisor
- Proficient in Microsoft Office Suite, internet, email, social media
- Willing to drive to the Habitat office at 170 Aprill Dr., Ste. A Ann Arbor, MI 48103
- Candidate must have own lap top to use for this work.

PREFERRED SKILLS

- Outgoing personality, patient and understanding, ability to adapt quickly to changes
- Well organized and able to manage different tasks
- Responsible with details, follow through and organized.
- Candidate must have excellent communication skills.

Habitat for Humanity of Huron Valley is an Equal Opportunity Employer, and will not discriminate on hiring decisions based on age, disability, gender identity, ethnicity, race, sexual preference, or any other category protected by federal, state, or local law or statute.