**Web Development/Designer Intern**

This person will re-develop the existing Laptop Upcycle website. The re-development will maintain the core functionality that provides access to the Give and Get aspects of our business, and will use the existing toolset (Weebly) to do it. The primary goal of the update is to tell our success stories and effectively interface with all other social media tools to share our message to a broader audience. Additional goals are to:

* conform to brand standards including graphics and our GIVE/GET message,
* promote upcoming events alongside and in conjunction with social media,
* link to partner sites and technical libraries and literature for training
* streamline the flow to match different audiences including potential donors, grantors, volunteers, community service organizations and students seeking a Laptop.

The responsibilities of this intern are:

* Review the existing Laptop Upcycle web site and develop a proposal for an overall refresh/update of it.
* Work with other interns and staff charged with message development and marketing collateral and expect continuous change to it.
* Work with Laptop Upcycle staff and Board members to review ideas, create a plan for updates to the site and gain board approval.
* Schedule and successfully manage the project.
* Do all the Website development.
* Train other content providers/interns on how to post their content within the new design.

**Key Skills:**

* WYSIWYG web development tool (Weebly) understanding and usage
* Basic web design techniques and standards. The redesigned web site should function properly on all devices, including mobile platforms.
* Social media platform integration and interface knowledge (e.g. Facebook, Twitter, Instagram, etc.)
* Project management
* Presentation and meeting coordination skills
* Excellent Communication
* Highly responsible with the ability to work independently

**Requirements:**

* Transportation in and around Montclair
* 15-20 hours per week on a flexible and negotiable schedule

**Work Environment**

Laptop Upcycle is a not-for-profit dedicated to closing the technology gap for kids in our schools.  This primarily involves getting kids laptops so they can do their homework. It encompasses training kids in high school and other volunteers to repair and refurbish donated laptops.  Laptop and other donations come from partnerships with industry as well as individual contributors. We also seek partnerships to build community awareness and expand our reach.  We are all committed and unpaid volunteers in furtherance of this mission.

We have office space in the United Way building in Montclair and primarily serve Montclair.   We provide the entrepreneurial vibe with a good-works mission.  You’ll experience a lot of freedom and be expected to bring a high level of commitment and responsibility. You’ll gain valuable real-world experience in the not-for-profit arena and work with volunteers, other interns and industry veterans to accomplish your work.