

Intern Placement Description

Position Title: Web Design Intern
Department: Development & Communications Department
Reports to: Development Manager

About

Breathe Southern California (BREATHE SOCAL) is a 501(c)3 nonprofit organization focused on achieving clean air and healthy lungs through research, education, advocacy and technology. The organization provides patient support and environmental health education and empowerment programs to communities most impacted by alarming chronic lung disease rates and the poorest air quality.

Intern Duties & Responsibilities

The Web Design Intern at BREATHE SOCAL is a great opportunity for web design students to enhance their skills in nonprofit digital communication and marketing and learn from our inhouse web master in developing curated and well-developed website designs. We are seeking self-motivated, creative, and energetic web design students that are highly organized with excellent communication skills. It is essential that applicants can demonstrate creativity and understand the importance of professionalism.

This position will work closely with BREATHE SOCAL's web master under the direction of the Director of Development & Communications in updating all website designs for BREATHE SOCAL. The intern can expect to develop confidence and marketable skills by engaging in or assisting with many of the following activities:

- Designing and updating current website pages on WordPress to reflect BREATHE SOCAL's branding guidelines, mission and vision
- Collaborate with staff in posting and curating content for the organization's blogs
- Assist in updating and managing all updates requested by staff and leadership to the following websites owned by BREATHE SOCAL: www.breathesocal.org, www.emphysema.org, www.trudeausociety.org, www.endedieselnow.org
- Assist webmaster in designing and developing WordPress websites more specifically:
 - Page building in WordPress using page building tools like Divi & Oxygen Builder
 - UI/UX design in Adobe XD
 - HTML/ CSS front end development inside of WordPress
 - Bug fixing and Optimization

Qualification Requirements

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Has earned or is in the process of earning an undergraduate degree in a relevant area (marketing, business, computer science, web design etc.)
- Keen awareness of web interface design and aesthetics
- Ability to generate, share, and follow through on creative ideas
- Proficient in HTML, PHP, & CSS
- Background in visual/graphic design
- Proficient in WordPress
- Effective and concise writing skills, as well as effective/ persuasive oral communications skills
- Qualified candidates should possess strong writing skills, attention to detail, and have a keen interest in public health and/or environmental sustainability
- Ability to multitask, perform in a team environment, and a demonstrated willingness to learn
- Ability to work independently
- Computer Proficiency – Microsoft Word, Excel, PowerPoint, and Publisher
- Professional appearance and positive attitude with good phone skills
- Positive, self-starter with the ability to manage diverse relationships and interact with diverse people at all levels of an organization
- Team player with powerful leadership skills
- Upbeat and enthusiastic with a high level of energy and initiative

Preferred Skills

Qualified candidates must be enthusiastic, reliable, and interested in public health and/or environmental sustainability initiatives

Possess an agility with numbers and analyzing data

Ability to quickly update WordPress sites

This placement description reflects management's assignment of essential functions. It does not prescribe nor restrict responsibilities that may be assigned. Apply to development@breathesocal.org with cover letter, website design samples, and resume.