

Community Action Board of Santa Cruz County, Inc.

406 Main Street, Suite 207, Watsonville, CA 95076

831-763-2147 - 831-724-3447 (fax)

Intern Position Announcement

Position: **Intern** for the Community Action Board
Location: 406 Main Street, Watsonville, CA 95076
Hours: 20 hours spread over several weeks or until the job is completed
Benefits: None
Salary Range: No salary
Reports to: Census Project Assistant, Lisa Martin

Overview: Community Action Board runs numerous programs that serve the community. The website is an important public-facing platform for the organization, and a well-functioning and responsive website is critical to sharing CAB's resources with the public.

Under the direction of the Assistant Project Director, the intern will be responsible for the following duties:

- Evaluate the website's current functionality
- Assess the current WordPress theme to determine if it is suitable for CAB's needs.
- Move the site into a new template or update the current site with a better theme.
- Build out a more engaging public/home page, removing all 'posts' acting as 'pages'
- Integrate a banner/carousel of photos
- Properly link social media into the site.
- **IDENTIFY why the main menu does not show up on mobile versions of the webpage, and either get that function to work or move to a new theme that will support that.**
- **Re-do all forms functionality and get input from the website to work for each of CAB's programs.**
- Create a simple training guide for CAB staff on how to update their own program pages and for CAB administrative staff to work off the dashboard to make appropriate changes to site.
- Update or create strong calendar function
- Transfer Spanish content onto website
- Other website functionality to be determined.

Employment Qualifications:

Minimum Qualifications:

- Strong Organizational skills
- Communicate effectively with a variety of people;
- Works well independently

Knowledge of and experience in:

- Experience with WordPress themes and functionalities
- Building and maintaining websites
- Working in html

Ability to:

- Perform duties responsibly and effectively, with a strong sense of self-direction and motivation;
- Model a positive work ethic and commitment to quality and work safety;

- Respond calmly to emergency situations;
- Respond appropriately and in a timely manner to any concerns related to clients, partners, and program activities;
- Understand and follow oral and written directions in an independent manner;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

The hired intern will adhere to CAB's standard of upholding the agency's mission, values and code of ethics through a commitment to confidentiality and communication.

To submit an application, please email Lisa Martin at lisam@cabinc.site with your resume and a brief cover letter describing your experience in the technology needs listed in this internship. The deadline to submit an application is May 23, 2019.

All qualified applicants will receive consideration for internships without regard to race, ethnicity, religion, color, sex (including childbirth, breast feeding, and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, uniform service member and veteran status, marital status, pregnancy, age (over 18), protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state, and local laws.