



New Media and Design Internship

Every day after school and in the summer, children come to the Boys & Girls Clubs of the Peninsula to gain a sense of belonging, have fun, and form positive relationships with caring mentors. In neighborhoods where two-thirds of youth drop out of high school, Club members learn the importance of education and become part of a community of learners, wanting and expecting to do well in school. 1,400 youth, ages six to eighteen, attend our three clubhouses and five school sites in East Palo Alto, eastern Menlo Park and Redwood City regularly. In partnership with schools and families, the Club is helping make Silicon Valley a great place for *all* of our children to grow up.

Job Description:

We are in search of an intern who can help us share our story across multiple avenues of communication. You will have a great opportunity to develop your website design and management skills and social media strategies – invaluable skills that will pave the way for a design position at any organization.

Duties:

- Create, update and maintain online presence through social networking sites: Twitter, Facebook, among others
- Prepare an analysis of current website design, propose recommendations for enhancement and potentially redesign website
- Proof and edit content for website and e-news articles

Schedule:

We offer a flexible approach to scheduling with an opportunity for telecommuting. We can tailor a schedule to fit your needs. This is a new position so the amount of time spent on various projects may vary based on the skill set of the intern. We predict the weekly commitment could range from 5-20 hours per week. Internships are offered throughout the academic year and summer.

Skills required:

- At least one year of related college or professional experience
- A passion for innovation, new media and an understanding of social media tools and grass roots internet marketing
- Proven track record of strong writing, research and presentation skills
- An interest in and/or knowledge of youth development organizations and practices
- Knowledge of current media trends
- Detail orientated and strong time management skills
- Self starter and demonstrates an ability to collaborate effectively with a team
- Ability to demonstrate proficiency in web publishing tools: Adobe Dreamweaver, Flash, Photoshop and Fireworks

Why YOU should Intern:

You can intern at a community service organization to gain practical experience for job training, college preparation or you can intern because you find helping people rewarding, exciting and self-fulfilling. While many colleges and employers look for applicants who have expertise in a certain area, they are also seeking individuals who are community minded and are concerned about the world in which they live. Interns are also eligible for national service awards and an internship with us can also help you establish professional contacts in your field of study.

To apply for an internship please contact Gayle Crossley at gayle@bgcp.org or 650-646-6130. Please submit your resume, cover letter and a recent writing sample.