



## Website Manager Intern

### **Organization Overview:**

One World Education (OWEd) is a non-profit leader in promoting youth literacy and developing curriculum that empowers teachers and engages students. The work of OWEd is enhancing the teaching and learning experience by utilizing student-authored writing about culture and global issues as the foundation of curriculum for teachers, creating peer-to-peer learning in classrooms.

### **Position Summary:**

OWEd's Website Manager Intern leads the maintenance and projects of the One World Education website, which is run on the drupal CMS. Experience with Drupal or other content management systems is required. The position will include a range of regular monthly management tasks and new projects to keep our online presence innovative and efficient for our teacher members and students. The position will start off as an internship with the potential to transition into a salaried position.

### **Principal Responsibilities:**

- Upload new One World Curriculum materials and student information.
- Update news content, including video and events.
- Monitor and record monthly website reports use using google analytics.
- Post events and news updates to Facebook and other online outlets.
- Manage set up and oversight of all technology needs at OWEd events.
- Support implementation of new video stories into the OWEd site.

### **Qualifications:**

- Available to work approximately 12-20 hours per week in the OWEd office in Columbia Heights.
- Access to personal laptop computer for use in and out of our office.
- Excellent time management and organizational skills.
- Able to effectively communicate OWEd programming and services.

The position is an unpaid internship with a minimum commitment of one semester (five months) with the intention of transitioning into a paid position. Send Resume, Cover Letter and References to Eric Goldstein – [Eric@oneworldeducation.org](mailto:Eric@oneworldeducation.org)