

Web Design/Marketing Intern

WEB DESIGN/MARKETING INTERNSHIP DESCRIPTION

The Baltimore Alliance for Careers in Healthcare (BACH), a nonprofit intermediary in workforce development, is offering a Web Design/Marketing internship to a driven and ambitious student majoring in Web Design/Development, Social Media/Communications, Marketing/Online Marketing or any related field. This is a great opportunity for an individual to gain valuable hands-on experience in their field and expand their resume with meaningful and relevant experience.

MAIN RESPONSIBILITIES & DUTIES:

- Update BACH's website and social media pages in collaboration with BACH's Database and Web Administrator
- Create website landing pages and develop web designs that enhance BACH's branding and marketing goals

KNOWLEDGE & SKILLS

- Skilled in the Microsoft Office suite
- Knowledge of HTML formats and JavaScript
- Experience with CSS and CMS platforms
- Familiarity with social media platforms and online branding
- Proficient in web-based technology (previous experience with web design and content creation is preferred, whether in a professional or personal setting)
- Commitment to learning web development and content management

QUALIFICATIONS & ABILITIES:

- Enrollment in an undergraduate/graduate degree program required with major in Web Design, Marketing, or Social Media/Communications preferred
- Effective and professional communication skills, both verbal and written
- Ability to multi-task and take initiative
- Ability to take direction and absorb information quickly
- Ability to prioritize, multi-task and meet deadlines
- Dedicated, reliable, hardworking, self-motivated, detail-oriented, and has excellent organizational skills
- Flexible work schedule

EXPERIENCE:

- Web Development: 1 year (Preferred)
- Web Content: 1 year (Preferred)
- HTML: 1 year (Preferred)
- Strong writing and editing: 1 year (Preferred)

ADDITIONAL INFORMATION:

- This internship is a volunteer opportunity for an enrolled college student. If needed, we will serve in a supervisory capacity for the student to earn credit or a grade.
- The internship will last three to six months, (exact dates will be based on student's schedule and BACH's needs)
- Days and hours are flexible anytime between regular business hours of 8:00 a.m. – 5:00 p.m., Monday through Friday.
- It is the student's responsibility to provide BACH with any necessary paperwork for the internship from their institution if required for credit or a grade

HOW TO APPLY:

To apply, please email your cover letter and resume to hr@baltimorealliance.org. Please indicate "Web Design Intern" in the subject line. If available, (preferred but not required), you may also send a link to a website you've created or worked on as a student, professional or personal project. Proof of enrollment will be required prior to interviews, if selected.