



Palouse-Clearwater Environmental Institute

PCEI Webmaster Intern

Internship position description:

The volunteer will set up our new website using Wordpress 3.3 with the catalyst theme. We are seeking an individual who is knowledgeable in this program to work with administrative staff to move content from our current website to this new website.

Responsibilities:

- Take primary leadership in transferring data from existing website to new website
- Answer questions and provide training with this new software

Preferred Qualifications:

- Work well independently to complete tasks
- Ability to follow detailed instructions
- Advanced experience with this specific information technology system
- Basic working knowledge of HTML
- Excellent communication skills

Schedule:

This position will last a minimum of 4 months with at least a 5-10 hour per week commitment. Our hours of operation are Monday- Friday 9:00am -5:00 pm. Saturday and/or Sunday work schedule is also possible when working on independent projects on a personal computer or volunteering at PCEI events.

For more information:

Contact Heather Huston, Outreach Coordinator, at 882-1444 or <heather@pcei.org>

The Palouse-Clearwater Environmental Institute (PCEI) is a grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect our region's environment through watershed restoration, education and sustainable living programs.



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Internship Agreement Form

Intern Name _____
 Position _____
 Name of On-site Supervisor _____
 Title of Supervisor _____

Duties of intern:

Objectives of internship,
For the organization:

For the individual (Description of the professional-level skills and/or abilities the intern will be developing.):

Internship to begin on _____, _____

Minimum weekly hour commitment of _____

Schedule of intern

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Orientation or trainings required:

I have read through the above PCEI internship position description and agreement and be interning at the organization based on the terms above.

Intern: _____ Date: _____
 Volunteer Coordinator: _____ Date: _____

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