

Web Design and Development Internship

Compensation: \$10/hr, 15 hours per week

Term: 6 months - 1 year

(Please return your resume to hello@jollycreativeagency.com)

Job Description

Accomplish Wordpress website updates. This will include:

- Updating/creating content
- Creating graphic images to implement into web design
- Writing/editing CSS
- Creating/editing Child Themes
- Writing/editing PHP
- Writing/editing mobile responsive code
- SEO implementation

Accomplish Wordpress website security and maintenance. This will include:

- Backing up full site (database and files)
- Restore full site (database and files)
- Update plugins, themes and Wordpress
- Link checking and form checking on site(s)

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- Email interaction with clients

Internal Sales and Marketing Support. This will include:

- Update JCA's website and online portfolio
- Write and post relevant JCA company blogs
- Update JCA's Facebook
- Update JCA's LinkedIn

Requirements, Skills, Education

- Knowledge and proficiency in HTML, CSS and PHP
- Basic knowledge of Wordpress and comfortable working with themes and plugins
- Knowledge and skill in graphic design programs (Photoshop & InDesign)
- Knowledge of basic/foundational SEO techniques
- Knowledge of how to restore a full website (files and database)
- Must communicate well (with JCA team and clients)
- Must be efficient with time
- Very detail oriented (You need to be responsible for your own work.

We pride ourselves on being a very detail oriented company, you must

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check and re-check your work before turning it in.)

- Conscientious person. (JCA cultivates an environment of positivity, results and respect for each other, our clients and our work.)

We have a sweet office cat (Lu), may not be a fit for anyone with allergies.

Additional Qualifications (**not required for application*)

- Advance knowledge of Wordpress
- Experience working within multiple Wordpress themes
- Experience with website migration
- Knowledge/Experience with WooCommerce (or any eCommerce background)
- Basic knowledge of Excel
- Please let us know if you have any of the following programs:
Photoshop, InDesign and Dreamweaver (can be provided)

If you have ANY of these additional qualifications, we want to know! Make sure to tell us in your application and during your interview. If you have any other additional skills that we have not listed, please let us know as this improves your candidacy.

Selection Process

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Please return your resume and a short explanation of why you are interested in this position to hello@jollycreativeagency.com. JCA will hold interviews the week of May 2nd (time and date to be determined) on the SCC campus. A second interview may be required. Internship will begin the week of May 9th.

Compensation

\$10/hr - 15hrs per week

You will also receive advanced education and experience in handling website design, re-design and updates. This is a very hands-on position. You will be used exclusively for your professional skills (no coffee runs). At the end of your internship JCA will write you a letter of recommendation for your next employment opportunity.

Duration

3 month initial trial period (with monthly performance meetings).

Ideally JCA would like to keep on a good fit for a period of 1 year.

If you are in school and can only give 6 months, this is ok too and will be discussed during your interview.

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About Jolly Creative Agency

Jolly Creative Agency is a small boutique website design and development company, specializing in Wordpress. We offer a full turnkey online service to our clients; including website strategy, conception, custom design/development, launch, security, site recovery and on-going monthly support for small and mid-sized businesses. Co-owned by Sarah and Karen Jolly, we are woman run company in our 4th year of business with reputable clients like The Vig, Little Woody, Linger Longer Lounge, LifeTree Manufacturing and The De Laurentiis Company (Hannibal, King Kong). We have earned our reputation and clients based on taking pride in every project/service we deliver, excellent client communication and transparent business practices. The name of our game is excellence, respect and consistency. We look forward to meeting you, Cheers!

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