**Kiwanis**®
**OHIO DISTRICT**

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## WEBSITE INTERNSHIP FALL 2023

**Program Description**
The Ohio District Kiwanis organization presently owns and manages a wordpress based website. We are looking to develop a stand-alone website under the domain and program name of Kiwanis Connects as a pilot project to test with Kiwanis Clubs. The intent of the web-based platform is to provide a mechanism for clubs to connect community members with validated needs of families and children locally. The functionality of the website will be such that it will require secure access for administrators, as well as automated functions of sending email notifications when forms are submitted. Additionally, the site will need to integrate to social media accounts for clubs to post validated needs. We have a framework for the site to build off of and are open to the best suited platform in which to build and manage the program.

**Eligibility**
All students enrolled in an accredited college or university within the state of Ohio are eligible to apply. Preference will be given to those with a declared marketing, non-profit, business, web design or similar major.

**Program Dates**
The program will commence no later than September 15, 2023, but no earlier than September 1, 2023. It will conclude no later than December 5, 2023.

**Compensation**
Access to organization accounts for Canva and Google Drive folders will be provided. Intern will be granted permission to utilize developed work content and product in their professional portfolio. A $1,500 scholarship to apply to an accredited school/university will be offered, and must be utilized by December 15, 2023.

**Additional Expectations**
We expect the intern to commit three to five hours per week for ten weeks to meet the objectives of the program. The majority of this work will be remote, with a 30-60 minute weekly call with the Executive Director and/or other volunteer support where needed. While it is probable that this internship will not complete the full scope of the projection, we do expect to have at least a working model to beta test.

**Application Process**
Please provide a cover letter with resume along with the following information, and submit to Jim Janosik at executivedirector@ohiokiwanis.org no later than September 10, 2023.

Full Name: _____

Phone: _____

Email: _____

College or University: _____

Major: _____ Year in school: _____