



Website Redesign Internship Opportunity at Westchester County Government

The Westchester County Department of Information Technology is seeking college-level interns to assist in developing, editing, writing, and converting or creating content and presentation of information on the county's website, Westchestergov.com. The intern will participate in development of a new [Westchester County website](#) by migrating and editing word content, preparing text and images within the framework of established design and content migration. Work will be monitored for consistency and accuracy and must subscribe to established conformity standards.

Examples of work and tasks include:

- Migrating, creating, updating and removing web pages from the county's website by reviewing departmental submissions and ensuring conformance to written and design standards;
- Preparing graphic images assets and content for insertion in Web page templates; works with staff in the Graphics and under the direction of Creative Director to coordinate efforts;
- Editing articles according to style guides fit space in content management system (CMS) web design format, which includes importing Word, PDF or existing web content into predetermined templates, or drafting new text and images;
- Assisting with testing web pages;
- Communicating and collaborating with staff to receive and review information, logos, relevant data, etc. on assigned focus topics for inclusion in the county's website;
- Analyzing information received from other departments with regard to their programs and services, for appropriateness and consistency with the overall county goals and programs being promoted on the county website;
- Copywriting and designing art assets as per standards for use on the county's website;
- Using computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, Adobe Creative Suite graphics applications, database and content management software (CMS) in assignments.

Required Knowledge, Skills, Abilities and Attributes:

Excellent and advanced computer skills. Knowledge of Web Content Management Systems (CMS) software, such as Joomla; good knowledge of the theory and practice of public relations; good knowledge of the techniques and practices of verbal and written communication including style, vocabulary, spelling and grammar; ability to research and collect information and data; good knowledge of graphic design concepts; understanding of principles of print and web layout; creative ability to use software such as Adobe Creative Software; creative and technical ability; ability to coordinate work with other staff; ability to communicate effectively both orally and in writing; ability to develop and maintain effective relationships; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; initiative; good judgment; tact; physical condition commensurate with the demands of the position.

Intern will learn and be exposed to:

- The importance of art and design in technology
- Team collaboration
- Large-scale website development
- ADA Compliance

Must be working toward a college undergraduate or graduate degree:

Students of Fine and Applied Art, Journalism, Marketing, Communications, English, Video, Information Technology, or Computer Science or a related field, which must have included at least 8 credits Web Journalism, Electronic News Media; Graphic Design, Video or UX. Must have a professional interest in gaining experience in migrating subject data and images for presentation on a website.

Schedule & Compensation:

- **Hours per week:** Min. of 15-20 hours per week, Monday to Friday, 9 am - 5 pm
- **Duration:** One-year commitment to the project is preferred.
- **Compensation:** For-credit or hourly wage

How to apply:

Email a cover letter and resume along with samples of writing and (graphic) designs to:

Scott Fernqvist, Program Coordinator
Westchester County Department of Information Technology
sef1@westchestergov.com

Additional information:

Westchester County, with a population nearing one million residents, is the 500 square mile region just north of New York City. Westchester County's Department of Information Technology is nationally recognized for its innovative use of existing and emerging technologies in government operations and its delivery of services to the public. The County routinely ranks as one of the Top Ten Digital Counties in the United States and has received many awards for its website, www.westchestergov.com, which receives around one million hits per month.