

Web Content Assistant

Description:

- KLI maintains its own department page on the CMC website throughout the school year. This entry-level position would include maintaining and updating the website's contents as needed. Web Content Assistants will report to Nancy Flores, Assistant to the Directors.

Requirements:

- This position requires the ability to work with the KLI Team, to work independently and in coordination with others, strong organizational and interpersonal skills, excellent web and mass-media content skills, and, above all, close attention to detail. This position requires a full academic year commitment.
- Skills Needed:
 - Have technology background and can learn new software quickly
 - Knowledge of basic coding requirements for site creation
 - Working knowledge of computer languages and graphic design programs

Job Responsibilities:

- Working in conjunction with KLI Social Media Assistants
- Being able to effectively communicate ideas promoted by KLI's website
- Creating or editing images and graphics for website use
- Creating, submitting, and managing website content

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Employment is contingent upon new employee providing documents verifying U.S. citizenship or, for aliens, documents verifying legal permission to work in the United States.