INTERN JOB DESCRIPTION

Agency: Alamosa County Economic Development Corp.

Description:

The intern will be expected to assist the Executive Director, Office Manager and Web Master with the format and content of the website components belonging to the organization. The website (Alamosa.org) is host to a number of organizations. The five tabs (local businesses, Community Info, Economic Development, Chamber and SBDC) need review, updating and additional sub tabs for information not now existing on the site. The intern will be responsible for suggestions to accomplish the goals of the organization through the website.

Qualifications:

Intern must have working knowledge of website construction. Background in communications, marketing or similar field may be helpful. Must be able to work independently, but with a team focus. Must be self-motivated.

This is an unpaid position. Work will be viewed by Alamosa County Economic Development Corp. board made up of public and private sector community leaders. The intern will be credited for work on the website.

Contact: Mary Hoffman at Adams State College Community Partnerships 587-7372 or John Eland at Alamosa County EDC 588-7609