Website Editor Internship

Location: San Leandro

This is a 10-15 hour per week position to start. Schedule is somewhat flexible based on your class schedule.

Our e-commerce website is fully designed & operating. Now it needs weekly updates and maintenance.

Responsibilities include:

*Make and implement recommendations on how to keep our website visually appealing, organized, clear, and user-friendly!

*Conduct regular analysis of website traffic

*Manage the online editorial process with the social media coordinator and other staff members in developing content, blogs, graphics and items easily shared on social media.

*Proofread all online web and blog content

*Assist with development of online campaigns

*Troubleshoot site issues

Skills:

*Minimum of 1 year of education or experience in web editing

*Understanding of web editing and development applications

*Familiar with Photoshop and content management systems to maintain websites

*Experience with HTML & CSS

*Excellent writing, editorial and proofreading skills

*Understands social media and how it can be used to drive business to the website

This is a paid internship. $10.00 per hour.
Please email resume and a note telling us a little bit about yourself to: marilou@sfsalt.com