

Website Updates Intern

~ Learn to create and update websites ~

Save Darfur Canada (SDC) is a not-for-profit national coalition of organizations advocating for the Canadian government to play a greater role in ending the crisis in Darfur, Sudan.

Our operating model distributes responsibility and leadership among a dynamic and always evolving team. The success of SDC depends in large part on the hard work and enthusiasm of interns and coordinators who are often un-paid. New interns will have the opportunity to take on increasingly greater leadership and responsibility within the organization.

The work of the Website Updates intern plays an essential part of SDC's daily operations. It is imperative that all members of our coalition and the general public be notified of any new developments in the Darfur crisis as soon as they occur so that action can be taken as quickly and effectively as possible.

Application deadline: Position will be removed from the website as soon as it is filled

Start and end dates: Begins immediately; minimum of 12 consecutive weeks

Hourly commitment: A minimum of 2.5 hours per week; ideally 3-5 hours per week.

Training: Provided by SDC team

Location: SDC office in Montréal

Remuneration: Volunteer position (Please note this position can be treated as an internship for school credit if approved by the institution attended.)

Main responsibilities

- Basic updates to the SDC website
- Simple graphic manipulation
- Other related tasks

Qualifications

- Interest in learning to use Dreamweaver for basic website updates
- Good organizational skills
- Attention to detail
- Ability to keep track of and prioritize multiple tasks
- Ability to work independently with limited supervision
- Strong communication skills in English and/or French
- Experience in document layout using Microsoft Word, Publisher, InDesign, or equivalent software is an asset but not required
- Experience manipulating graphics is an asset but not required

Applicants should e-mail an application package consisting of cover letter, resume, and completed [Volunteer Information Form](#) to John, Internship Coordinator at john@sdcanada.org. You will receive a response within two weeks of submitting your application package.

If you are not available to volunteer now but are interested in joining the SDC team after the summer months, please feel free to submit an application package, and we will process your application for a position beginning at a later date.