

Verité WordPress Content Management Internship Winter/Spring 2023

About Verité:

Verité is an Amherst-based non-profit and award-winning pioneer in the social auditing, training, research, and consulting field. The organization has over 25 years of experience working with Fortune 500 corporations and their local suppliers through our global network of NGO partners. Verité works in over 70 countries to empower companies, factories, NGOs, governments, and workers to create sustainable workplace practices in the factories and communities where our consumer goods are made, and the raw materials that go into them are sourced. For more information, please visit <https://www.verite.org>.

Start date: Negotiable; any time in January

End date: Negotiable; end of winter/spring semester

Interns are expected to work 8 – 10 hours per week during the semester for 10 – 12 weeks (for a total of 80 – 120 hours). Exact start and end dates and hours are negotiable as long as those criteria are met.

All internships are currently remote; should Verité staff return to the office, that option will be discussed for interns.

Verité offers interns a modest stipend in the amount of \$250 for the duration of the session. If your school also provides either funding or academic credits for intern work, Verité is happy to assist with the required paperwork. We also provide opportunities to interact with senior staff, mentoring, networking assistance, and references upon successful completion of the internship.

Position overview: This intern will support Verité’s efforts to improve website development, design, and management.

Tasks may include:

- Collaborating with the Marketing & Communication team to manage all aspects of the Verité website, including:
 - planning, developing, and optimizing website content;
 - ensuring website compliance with ADA standards and visual coherence with Verité’s style guide and identity;
 - checking bugs and monitoring functionality concerns;
 - recommending designs, templates, and graphic materials to create an attractive, professional, intuitive, user-friendly website
 - brainstorming new and creative ways to present the work of Verité on the website; and more
- Curating and publishing engaging content that can be presented online, including on social media
- Editing, reviewing, and publishing articles and other content across the website and optimizing it for online publishing
- Assisting with sourcing of photography and images

Skills, abilities, and competencies:

- Strong communications skills, both written and verbal
- Strong attention to detail
- Exhibits interest and skill in having effective two-way communication; asks clarifying questions where appropriate
- Tailors language, tone, style, and format to match the audience
- Demonstrates openness in sharing information and keeping people informed
- Strength and interest in visual and website design
- Experiences and/or strong interest in user experience design and website user interface (wireframing).
- Experience with creating and publishing web content

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- Experience with WordPress and knowledge of website content management systems.
- Knowledge of basic SEO & Google Analytics best practices preferred.
- Demonstrates sensitivity, professional competency, and/or personal experience thinking and working effectively across boundaries and engaging with the diverse marginalized populations impacted by Verité's mission*

**These include, but are not limited to: gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.*

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee, intern, or applicant for employment or internship on the basis of race, ethnicity, national origin, age, sex, sexual orientation, gender identity or expression, class, religion, veteran status, ability, and any other federal, state, or locally protected classes.

How to Apply: Please include a resume and cover letter in your application. Please apply [at this link](#). Any questions can be directed to Yamila Irizarry-Gerould and Marah Brubaker at verite@verite.org.