Training Website Development Fellow
PRIMEtime Collaboration
Spring - Summer 2015

PRIMEtime is a collaboration of organizations in Northfield offering out-of-school time programming for students who struggle academically and/or have social, emotional or environmental challenges in their lives. Volunteer support is essential for the success of these programs, so PRIMEtime wants to develop a consistent system to welcome and train volunteers from the Northfield community.

The PRIMEtime collaboration seeks a Training Website Development Fellow to:
- build a comprehensive volunteer webpage on the Northfield Public Schools website
- create online modules for volunteer training on topics such as mandated reporting, cultural awareness, and tutoring best practices
- develop a user-friendly database to systematically track completed background checks
- teach a staff person how to use and maintain the system

The position consists of up to 360 work hours, the majority of which will be served in late May through mid-August, for approximately 25-30 hours per week. The exact start and end dates are flexible, but some preparatory tasks may need to be completed in the late spring. Stipend available commensurate with experience and successful completion of final product.

Requirements:
- Strong written and oral communication skills, strong organizational skills
- Experience in taking initiative and working independently and remotely
- Ability to deal effectively with the ambiguity of tasks
- Ability to think critically, respond to new information, and re-evaluate
- Creativity to incorporate varied information into a coordinated system
- Collaboration with many community partner organizations

Technical Skills:
- Ability to write and edit content to page
- Working knowledge of Google Drive applications (including Docs, Sheets, and Forms)
- Video-editing skills
- Experience with website development and creation

Interested candidates should submit a resume and cover letter to Zach Pruitt at info@northfieldhci.org. Application review will begin immediately and continue until the position has been filled, with preference given to applications received by Friday, March 20, 2015.