Web Projects Intern

Who we are:

- Savvior Technology Solutions
  - We build websites! Your main responsibilities will include assisting the Project Manager with everything from adding content, designing sitemaps, calling clients, and managing your own small projects. You’ll learn the basics of website management through our CMS system, client relations, and business processes, and have the opportunity to attend training sessions and meetings and project pitches, and expand your resume and portfolio.
  - Located on the Northside, above the Penn Brewery. Casual work atmosphere. Small web development team.
  - Clients:
    - http://www.pittsburghparks.org/
    - http://www.alpern.com/
    - http://pncgrowupgreat.com/
    - http://www.gopsf.com/
    - http://www.goodwillswpa.org/

Responsibilities include:

- **Project Management**
  - Field requests from clients and relaying messages to Project Manager and web development team
  - Prioritize tasks for the team
  - Edit proposals, draft estimates, manage document organization

- **Client Relations**
  - Assist with managing select projects from start to finish
  - Handle select incoming client calls and questions
  - Schedule meetings

- **Business Process**
  - Assist in managing due dates, quotes, and documents
  - Quality assurance testing, support assistance, content insertion

Requirements

- **Web, Computer, Design, and Editing skills**
  - Proficient on MAC and PC platforms
  - Internet awareness: browsers, email, search engines
  - Computer awareness: know how to take screenshots! Microsoft office.
  - Experience with Photoshop required. (Does not need to be advanced knowledge)
  - Dreamweaver experience a plus, not required.
  - Knowledge of coding basics not required but always accepted!
  - Awesome editing skills and note-taking abilities!

Time and Compensation

- Part-time employment. We work 9-5 Monday-Friday. No weekends. We’re flexible on your hours.
- Small stipend provided at the end of employment.