The United Mitochondrial Disease Foundation

Graphic Design/Website Internship

Description
The United Mitochondrial Disease Foundation (UMDF) was founded in 1996 through a merger of several smaller foundations established by those who lost loved ones to a Mitochondrial Disease. Starting as a volunteer organization based in the basement of a home, the UMDF has grown into a nationally recognized, non-profit organization. Our mission is to promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families.

We are looking for a creative individual with an artistic flair that can take a website from conception to completion and has the ability to build that site using HTML, CSS and JavaScript. The major skills required are Graphic Design using Adobe Photoshop, the ability to program websites using HTML, CSS and their variants, can articulate their work with graphic design, web design and the associated tools clearly, can manage their workflow in a timely manner, can communicate well with staff and volunteers and can provide technical support of our online applications and its associated event websites.

The intern will obviously be here to learn and several will work with the IT Manager and senior staff to choose a project that suit their skill set. That project will be one they have an interest in. We have a strong need for a full time employee of this nature and will look to groom this person to fulfill the position long term. Full time employment is not guaranteed but the opportunity is there if the internship goes well and there is a fit with the organization.

Below is also a list of desired technical skills and what will be expected long term as the individual moves from intern to employee. You are obviously not expected to know all of this but should have an interest, an aptitude and an understanding in the majority of these areas and be willing to learn and continuously improve your skills in those areas.

Preferred Skills
- Proficiency in Adobe Photoshop and experience with other Adobe products such as Illustrator, In -Design and Flash
- Can create a Website Design using Adobe Photoshop
- Can create custom Graphics/Logos from scratch
- Can edit graphics and images such as GIF, JPG, PNG, PSD, EPS, TIF, etc.
- Comprehensive understanding and can code in HTML, XHTML, DHTML
- Has experience with CSS and can modify and create style sheets from scratch
- Has the ability to take a PSD file and turn it into an HTML using CSS
- Experience with Blackbaud Sphere formerly Kintera Sphere or an understanding of online applications from an online fundraising standpoint
- Has understanding of CMS and can work within a CMS framework
- Can work within the confines of a WYSIWYG editor
- Has comprehensive understanding of the website building process
- Has successfully taken several websites from conception to completion
- Has experience with graphic design for use on the web and in print media
- Can update websites using all of the tools above quickly and efficiently
- Has understanding and experience with SEO and online marketing tools
- Technical support experience using ticketing system for online applications
- Has customer service experience via email and over the phone for online applications

Additional Skills

- Can program using JavaScript, VBScript, PHP, ASP, ASP.Net, C#, JAVA
- Has database experience using MySQL or SQL for online applications
- Has experience with application development for the iPhone
- Understanding and experience with API development such as for Facebook
- Experience with web servers including IIS and Apache particularly in a WAMP environment

**U Internship can be for stipend or for credit.**

Please email resume to:

Scott Precopia | IT Manager, scott@umdf.org

The United Mitochondrial Disease Foundation
8085 Saltsburg Road, Suite 201 | Pittsburgh, PA 15239

http://www.umdf.org