Name of Non-Profit Organization: Milwaukee Environmental Consortium

Position Title: Assistant to Web Designer

Hourly Wage: $11  
Average Hours Per Week: 5-10

Desired Work Schedule:
(list ideal work days and times of the week for this position)

Flexible hours for off-site work. Should be in the office at least 2 days per week. Office hours are Monday-Friday, 8-5

Address: 1845 N. Farwell Avenue
Milwaukee, WI 53202

Supervisor Name: Martha Spencer
Supervisor Phone Number: 414-227-7927

Supervisor Email: mec.marthaspencer@gmail.com

Essential Duties and Responsibilities:

- Design and implement new features and functionality on the site
- Apply Drupal security updates and patches, and keep installed modules up to date
- Ensure that Member sign-ups are working smoothly
- Work to ensure an effective, visually appealing, and intuitive site
- Provide support to MEC-Connect members and troubleshoot any problems or bugs
- Assist with content management such as optimizing content for search, and adding new content

Required Qualifications:

Knowledge, Skills, and Abilities (check all that apply)

- Verbal Communication
- Microsoft Office Skills (Word, PowerPoint)
- Adobe (Photoshop, Illustrator, InDesign)
- Detail Orientation
- Initiative
- Written Communication
- Ability to Work Independently
- Ability to Work in a Team
- Presentation and Public Speaking Skills
- Problem Solving
- Flexibility/Adaptability/Creativity
- Organizational Skills
- Customer Service Skills
- Multi-tasking
Provide other required qualifications or information on this position:

- Experienced in customizing Drupal and working with Drupal sites, modules and themes
- Knowledgeable with and have a solid background in PHP
- Fluent in HTML, CSS/SASS, jQuery and other associated skills for front-end development
- Self-driven, motivated, independent; able to work independently and in team setting
- Interest in non-profits and environmental issues a plus

Skills/Experiences Gained from this Position:

Check off the UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

Intercultural Knowledge and Competence

☐ Student employee will be able to articulate insights into their own cultural rules and biases.

Critical and Creative Thinking Skills

☐ Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

Effective Communication Skills

☐ Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

Individual, Social, and Environmental Responsibility

☐ Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

Please describe other skills/learning outcomes students will develop in this position:

- Mastering Drupal, including creating and working with modules such as views, commerce and display suite, upgrading Drupal core, managing users, user roles and permissions, tweaking themes and more!
- Get a good grasp on developing responsive and visually appealing websites
- Sharpen your PHP programming skills and increase your fluency in HTML, CSS, jQuery
- Learn how to run and promote social media pages