Academy of Our Lady of Peace  
Web Content Specialist Internship (Paid)  
Department: Marketing  
Job-Type: Paid, 3-month Internship

The Academy of Our Lady of Peace, a Catholic, all girls high school sponsored by the Sisters of St. Joseph of Carondelet, is seeking a part-time, experienced, hands-on Web Content Specialist Intern to develop and maintain content and provide technical support and management of the high school’s website as part of a paid, 3-month internship. We are seeking someone with a combination of technical experience and written/interpersonal communications skills.

This position will require at least 5 hours per week and may be a remote position for the right candidate. This is a temporary position, projected to last 3 months and is a great opportunity for someone looking to gain additional hands-on Web experience.

Job Responsibilities
Under the supervision of the Director of Communications and Marketing, the Web Content Specialist Intern will be responsible for:

• Day-to-day updates and developing and maintaining content and posts for the aolp.org website (WordPress format)
• Writing and editing content and also managing all posting to the website from OLP stakeholders
• Providing technical assistance responding to errors, problems, or questions regarding the website
• Monitoring Web analytics using Google Analytics and providing reports to the Director of Communications on a periodic basis
• Monitoring and analyzing OLP's social media platforms and other platforms that the school should follow; assisting with social media strategy and posting
• Performing other duties as assigned

Minimum Qualifications

• Degree (or currently pursuing a degree) in Computer Science, Information Science, Web Development, Graphic Design, Communications, or related academic area
• Extensive experience in backend WordPress work (2-3 years)
• Intermediate knowledge of HTML
• Strong writing and editing skills
• Web publishing and an understanding of site architecture
• Knowledge of content management systems and Associated Press Style
• Ability to work under deadline
• Extreme attention to detail, excellent communication skills, solid judgment and ability to work as part of a team required
• All interested candidates must be eligible to work in the U.S.
To Apply
Qualified candidates should apply online at

EOE Policy
The Academy of Our Lady of Peace is an equal opportunity employer. As a matter of policy, the school does not discriminate in employment, educational services and academic programs on the basis of an individual’s race, color, religion, religious creed, ancestry, national origin, age, sex, gender identity, sexual orientation, marital status, medical condition and disability, and the other bases prohibited by law. The school reasonably accommodates qualified individuals with disabilities under the law.