

## Part Time or Full Time - Summer Internship – Web Design Intern

For 135 years, the Edmonton Chamber of Commerce has championed growth, innovation, and profitability in Edmonton’s business community. Representing members ranging from small businesses to large enterprises across all sectors, we advocate for their interests at all levels of government, fostering a thriving and sustainable business environment. Our strategic partnerships and innovative services empower businesses to succeed and contribute to Edmonton’s prosperity. To learn more visit [www.edmontonchamber.com/about](http://www.edmontonchamber.com/about)

### Position Summary

We’re seeking a creative and detail-oriented Web Design Intern to assist with the design, development, and maintenance of our WordPress-based website. This is a unique opportunity for a student to gain hands-on experience in web design, improve their technical skills, and contribute to a high-impact organization.

### Position Title

Web Design Intern

### Reports to:

Director, Communications and Public Relations

### Hours

Full-time role, OR part-time role.

Hybrid, primarily remote.

### Application Deadline and Details

Please send your resume, a cover letter and sample work to Akanksha Bhatnagar, Director of Communications and Public Relations, at [abhatnagar@edmontonchamber.com](mailto:abhatnagar@edmontonchamber.com) by February 25<sup>th</sup>.

### Key Responsibilities

- **Website Design & Development:** Assist in designing and updating website pages, ensuring a cohesive and professional look that aligns with our branding.
- **WordPress Maintenance:** Update plugins, troubleshoot issues, and manage website performance optimization.
- **Content Management:** Format new content, including event pages, blogs, and member resources.
- **User Experience (UX):** Conduct UX/UI research to improve website navigation and usability.

