

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

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 by

February 25th.

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.



- COMMERCE
 SEO & Accessibility: Optimize website content for search engines and ensure compliance with web accessibility standards (WCAG).
- **Collaboration:** Work closely with the Communications and Marketing team to align website updates with ongoing campaigns and initiatives.
- **Special Projects:** Assist in the launch of new website features, including our member portal.

Required Skills & Qualifications:

- Currently enrolled in a relevant post-secondary program (e.g., Web Design, Computer Science, Digital Media, or a related field).
- Proficiency in **WordPress** (experience with themes, plugins, and customizations).
- Basic knowledge of HTML, CSS, and responsive design principles.
- Familiarity with graphic design tools (e.g., Canva, Adobe Photoshop, or Illustrator).
- Strong attention to detail and ability to meet deadlines.
- Excellent communication skills and a team-oriented mindset.

Preferred Skills:

- Experience with JavaScript or PHP is an asset.
- Knowledge of SEO best practices and Google Analytics.
- Familiarity with website accessibility standards (e.g., WCAG).
- Passion for working in a fast-paced, mission-driven environment.

Chamber Responsibilities

- Represent the Edmonton Chamber of Commerce professionally and responsibly in all external settings, including meetings, events, and community interactions.
- Provide on-site social media support for Chamber events, ensuring smooth execution and positive experiences for attendees, members, and stakeholders.
- Be available for occasional after-hours work to support special events, member engagements, or urgent organizational needs.