



**Position** Web Design and Development Intern

**Location** Los Angeles, CA

**About RI:** Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks a Web Design and Development Intern.

**Position Summary:** The intern will work with the organization's communications and IT teams to manage and implement updates to RI's website. All work should be conducted on site and the intern must be based in Los Angeles.

**Essential Responsibilities and Duties:**

- Maintain and update Relief International's website content and correspond with different programs for consistent updated information.
- Design and implement web-based applications with short development cycles.
- Provide ongoing documentation and support of one's own coding.

**Qualifications & Requirements:**

- Energetic and assertive, prepared to not only follow direction, but also proactively provide design and communication ideas.
- Ability to work under strict deadlines and work independently as well as on a team.
- Detail oriented.
- Ability to troubleshoot and enhance existing PHP-based system.
- Strong server-side web applications coding skills, database oriented.
- Have expert knowledge of PHP, HTML, MySQL, HTML, CSS, and Javascript.
- Hands-on experience with application and web server configuration in a development environment.
- Proficient knowledge of web design and internet security.
- Knowledge of Flash, Action Script, retrieving and manipulating data from a REST-base XML API and displaying it via AJAX is preferred.
- Experience with Open-Source CMS, Online Shopping cart, Online Credit Card Processing, or Digital Signature is preferred.
- Willingness to commit a minimum of 15 hours per week.

**Salary:** Unpaid; Transportation Stipend, academic credit and advancement opportunities available

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**Application Instructions:** To be considered for this position, please submit a cover letter, resume, 3 professional supervisory references, and your date of availability to [intern@ri.org](mailto:intern@ri.org). Incomplete applications will not be considered. The email subject line should include the following: Web Intern-LA.