

TECHNOLOGY/WEB DEVELOPMENT INTERNSHIP

The internship position supports The Invisible Press, LLC (“The Press”) mission of providing ethical, insightful, and transformative ideas serving the public good. Interns assist members of The Press in reaching the literary community through innovative ideas, beneficial products, and helpful technology. The Press offers quality and meaningful engagement for interns interested in exploring career opportunities in publishing. To that end, the work of interns is tailored to align with the personal and professional goals of each intern. Interns are encouraged to develop their own professional portfolio as part of their work with The Press. Most of the work for The Press is done remotely as we travel a great deal. However, face-to-face meetings can be expected when the interns and team members happen to be in the same location.

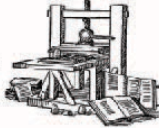
Job Description

The Technology Internship requires a highly motivated, proactive, creative individual with a love of technology of various sorts and an interest in connecting with the literary world. The technology intern advises and instructs non-tech savvy team members in the use of differing technologies including: WordPress; proprietary systems such as Adobe Photoshop, InDesign, and Illustrator; various basic software such as Microsoft Word, Outlook and Excel; cloud systems; open-source software including Apache, Open Office, and open-source online course systems. The intern will also assist with working toward a Wikipedia page for The Universal Grammar of Story®, as well as exploring AI uses. Examples of the technology intern duties may also include teaching how to set up email and other software and security systems on mobile phones, tablets, and computers as well as advising on team use of cloud-based applications, etc.

The goal of this position is to help with building and engaging the literary community while also turning curious visitors and fans into customers whose lives will benefit from our products. The work of all interns is to assist in creating a strategy to build and grow brand awareness while creating a positive online reputation. An essential component is communicating the company’s brand in a positive, authentic way that will attract today’s writers as well as readers looking for wisdom in solving everyday problems.

Responsibilities of the Technology Intern

- Explore, learn & teach, and assist with various technology systems.
- Facilitate access with online media.
- Assist with email capture systems.
- Assist with email list management.
- Assist with understanding site health and visitor statistics.
- Assist with eMail systems, including setting up email.
- Assist with using software systems such as Adobe Photoshop, InDesign, and Illustrator.



Knowledge and skills we seek:

- Ability to learn and advise on technology.
- Assist with online meetings.
- Assist with setting up Wikipedia pages.
- Assist with setting up email and other similar systems.
- Ability to meet deadlines.
- Proficiency in working remotely, effectively, cooperatively, and flexibly in a team environment.
- Proficiency with standard office and mobile applications (i.e., word processing, presentations, e-mail, calendaring, teleconferencing, text messaging, personal computers, and smart phones/tablets).
- Preferred Requirements:
 - Knowledge of online public spheres such as Wikipedia
 - Knowledge of Adobe and similar programs.
 - Knowledge of social media platforms.

Application Information

Apply through the Handshake portal through your university:

<https://app.joinhandshake.com/login>

For further information contact:

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