



Job Description

Job Title: Digital Communications and Web Development Intern
Classification: Hourly/10 Hours per week/\$16.50 hourly
Duration: June 1, 2025 – May 1, 2026
Department: Marketing & Communications
Reports to: Marketing Communications Manager
Location: Meridian

About Us: The Idaho Foodbank is an independent, donor-supported, nonprofit organization founded in 1984 and is the largest distributor of free food assistance in Idaho. We are looking for a creative and motivated Digital Communications and Web Development Intern to join our team and help support our mission through effective communication and web management. This role can include support in writing, video, photography and editing, and website maintenance.

Job Description: As a Digital Communications and Web Development Intern, you will:

- Work with the Marketing and Communications Team to support our brand voice with content and storytelling.
- Assist in writing, video production, photography, and editing
- Support online communication strategies through organic and paid media.
- Develop engaging content for social media platforms and manage social media accounts using various tools.
- Monitor and analyze social media performance and engage with our online community.
- Support the Development Team in maintaining and updating the organization's main and satellite websites.
- Handle day-to-day website management tasks, including plug-in and security updates, page creation, and layout.
- Optimize photos, videos, and graphics for the web.
- Ensure website performance, security, and responsiveness.
- Troubleshoot and resolve website issues as they arise.

We are looking for someone with (a):

- Passion for social media and proficiency with major social media platforms and social media management tools.
- Proficiency with video and photo editing tools.
- Excellent social listening skills.
- Strong copywriting and copy-editing skills.
- Top-notch oral and verbal communication skills.
- Strong time management skills with the ability to multitask.
- Detail-oriented approach with the ability to work under pressure to meet deadlines.
- Passion for The Foodbank's mission.

Desired Skills:

- Experience with WordPress a plus, and an interest in HTML and CSS markup.

- Basic skills using Adobe Photoshop or related design software.
- Familiarity with various social media platforms.

Note: We understand this is an entry-level position, so we are looking for someone with *some* understanding and familiarity with the job's responsibilities, but we will gladly teach someone who is a fast learner and has a great attitude.

Benefits:

- Gain hands-on experience in digital communications and web development.
- Opportunity to work with a supportive and collaborative team.
- Flexible working hours.
- Potential for more hours during the summer.

Pay: \$16.50/hour

Expected Hours: 10 hours per week with some flexibility