



Job Title: TECHNOLOGY INTERN

Location: Remote

Duration: 5 months to 1 year or more

Start Date: Based on University Internship

Job Overview

The **Technology Intern** will support the technology team at Domestic Kindness by maximizing the effectiveness of the organization's website and email communications. This role involves maintaining and updating the website with fresh content, resources, and event information while ensuring smooth functionality. Additionally, the intern will assist in managing and optimizing nonprofit email accounts, contributing to email communications and providing effective outreach and engagement with the organization's community.

Key Responsibilities

1. Website Maintenance & Content Updates

- **Content Updates:** Add and update materials on the Domestic Kindness website, including resources, study materials, events, and any other relevant content.
- **Resource Management:** Ensure all domestic abuse-related resources (hotlines, shelters, educational material, etc.) are accurate, up-to-date, and easy to access.
- **Event Updates:** Regularly update the events section with information on upcoming prayer meetings and other activities hosted by Domestic Kindness.
- **User Experience:** Ensure the website is user-friendly, easy to navigate, and optimized for mobile devices.
- **SEO Optimization:** Assist in optimizing website content for search engines to improve visibility and traffic.

2. Email Management & Communication Support

- **Email Updates:** Assist with drafting and updating email content for newsletters, event reminders, and supporter outreach.
- **Event Invitations:** Help create and send out email invitations for events such as prayer meetings, workshops, and fundraising events.
- **Audience Segmentation:** Assist with maintaining and organizing email lists for targeted communication (donors, volunteers, survivors, etc.).
- **Email Platform Support:** Learn and assist in managing email marketing tools (e.g., Mailchimp, Constant Contact) to send newsletters and email campaigns.
- **Analytics & Reporting:** Track and report on email engagement (open rates, click rates) to help improve future campaigns.

3. Technical Support

- **Website Troubleshooting:** Assist with troubleshooting any minor technical issues related to the website, ensuring it remains functional and accessible.
- **Email Systems:** Help with any troubleshooting of email accounts and systems to ensure smooth operation and proper communication with supporters.

4. Collaboration with Team

- **Assist in Technology Strategy:** Participate in meetings to suggest website redesigns, technical audits, new content creation, and improvements for website usability and communication systems.

Required Skills & Qualifications

- Belief in the mission of Domestic Kindness (to equip churches to be part of the solution to domestic abuse).
- Passion for social causes, particularly related to domestic violence awareness and support for survivors.
- Familiarity with content management systems.
- Basic knowledge of HTML/CSS and web design is a plus.
- Experience with email marketing platforms (Mailchimp, Constant Contact) is desirable but not required.
- Strong written communication skills, with the ability to write clear and engaging email content.
- Attention to detail and a passion for accurate and helpful content creation.
- Ability to troubleshoot basic website or email issues and collaborate to resolve them quickly.
- Strong organizational skills to track updates and email communications.
- No prior experience in nonprofit technology is required but a willingness to learn is essential.

Benefits & Learning Opportunities

- **Hands-On Experience:** Gain practical experience in nonprofit tech management, website maintenance, and email communication.
- **Flexible Hours:** Ability to work remotely with flexible hours depending on availability.
- **Impactful Work:** Directly contribute to an organization that seeks answers to domestic abuse.

How to Apply

Please send your resume, along with a brief cover letter explaining why you're interested in this internship and what you hope to learn, to domestickindness@gmail.com