

*FIRST Indiana Robotics*  
*PO Box 80541*  
*1300 E. 86<sup>th</sup> St.*  
*Indianapolis, IN 46240*



## **FIRST Indiana Robotics**

### **Website Intern**

**Reports to:** FIN President

**Located:** Indiana

**Type of Position:** Part-Time

**Ideal Start Date:** As soon as possible

**End Date:** Based on start of school year in August

#### **Organization Description:**

FIRST Indiana Robotics, a growing 501 (c)(3) organization, is seeking a Website Intern for our organization. This is a unique opportunity for a talented individual with strong organizational & communication skills who has a passion for nonprofit development.

*FIRST* (For Inspiration and Recognition of Science and Technology) is a multinational non-profit organization that aspires to transform our culture, making science, math, engineering, and technology as cool for kids as sports are today. As the Indiana-based robotics community dedicated to preparing students for life, FIRST Indiana Robotics (FIN) believes that our future is built better together and improving the world starts with our youth. Our mission is to inspire young people in Indiana to be science and technology leaders and innovators, by engaging them in exciting mentor-based programs that build science, engineering, and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Through mentorship partnered with hands-on learning, problem-solving connected to community engagement, and core values applied in times of intense competition - FIRST is about more than a robot, it builds the people who will change the world.



## Education

High School Diploma or Equivalent and some college is a plus.

## Responsibilities

- Assist in creating new & updating existing web pages, including layout & content updates
- Collaborate with staff, board members, and other stakeholders to gather information for the website.
- Optimize website content to increase search engine visibility
- Ensure consistent branding & tone across the website
- Keep up to date with emerging technologies/industry trends and apply them to make process & content improvements.

## Requirements

- Basic knowledge of Wordpress
  - Experience with Avada Website Builder, Gravity Forms is a plus
- Basic knowledge of modern HTML/CSS.
- Basic knowledge of search engine optimization.
- Possess excellent written and oral communication and interpersonal skills
- Previous internship or related experience is a plus
- Creative problem solving skills & attention to detail
- Interest in STEM education concepts and a willingness to learn about the FIRST programs
  - Previous FIRST experience is a plus
- Strong organizational skills to juggle multiple tasks within the constraints of timelines
- Ability to read, write, speak and understand English fluently

## Compensation:

This is a part-time, hourly position with a flexible working location. FIRST Indiana Robotics will cover any transportation costs related to the position and support professional development through training programs and conferences.

Hours: 10 hours weekly minimum 20 hours weekly maximum

\$12-15 per hour

This position does not include medical insurance.

**Please send your cover letter, resume (optional), and the FIRST Indiana Robotics application for employment form to:**

FIRST Indiana Robotics

[Careers@IndianaFIRST.org](mailto:Careers@IndianaFIRST.org)