

# EPA Region 8 Intranet Designer Intern Description

**Position Title:** Intranet Designer

**Background:** EPA Region 8 uses its internal web to communicate and deliver timely, relevant content to employees. Leveraging this powerful medium to allow better user experiences for employees helps the Region's overall mission. The Office of Communication and Public Involvement wants to provide the best communication experience possible and keeping up with the trends of the web industry is one way to achieve success.

**Position Description:** The OCPI intern will assist in the design, configuration, and development of the Region's primary internal communication medium. The intern will assess the Region's internal web communication needs, determine the ideal user experience, and design/configure the Region's latest release of the current Drupal CMS.

*Specific duties* may include, but are not limited, to the following:

- Needs assessment for intranet stakeholders, content managers, end-users:
  - Meet/Discuss with various employees to determine usage and needs,
  - Research open-source community for industry best practices,
  - Present various development plans/options for new intranet lifecycle.
- Identify trends for integrating social media into intranet communications
- Develop training methods and deliverables for content managers and end-users.
- Provide design concepts for UI/UX
- Configure/Develop proof of concept intranet installation for production.

*Desired Skills:*

- Written and verbal communication skills that are clear and understandable for all project stakeholders.
- Research skills to find answers/solutions to common and uncommon issues within the open-source community.
- Confident speaking skills in online-forums, meeting rooms, and virtual spaces such as webinars/screenshares.
- Basic understanding of HTML, CSS, Web concepts, and content management.
- Intermediate computing skills that include all common operating system platforms, software suites, and hardware (Microsoft, Apple, etc.).

*Knowledge/Experience* (optional, but a bonus):

- Proof of designing, building, or developing websites (one-pagers, e-brochure, e-commerce, corporate, etc.)
- Basic/Intermediate knowledge of Drupal CMS, PHP, MySQL, Javascript, JQuery, IIS, Windows Server 2012, Linux, Apache, Bootstrap Framework, Project Management software.
- Ability to provide similar products (website solutions) using varying methods/concepts.
- Understanding of social media APIs (Facebook, Twitter, Instagram, YouTube, and Flickr) for integration with web CMS platforms.
- Knowledge of Drupal 8.

**Timeline:**

Intern will be on board for a minimum of 3 months, maximum of 6 months.

**Desired hours per week:**

15-30 hours per week or more. (preference will be given to qualified candidates available to work more hours per week).

**Desired start date:**

As soon as possible. (Please Note: From the time of acceptance, there will be a 2-4 week period prior to first day of work while paperwork is completed.)

**For More Information:** Jason Marruffo, [marruffo.json@epa.gov](mailto:marruffo.json@epa.gov) or 303-312-6941.

To Apply: By March 31, 2017, send cover letter (indicating position(s) of interest), resume and college transcript to [R8EPAintern@epa.gov](mailto:R8EPAintern@epa.gov).

[For additional information on how to apply and about EPA Region 8](#)