

# INTERNSHIP



Organization: Tri-Valley Conservancy

Location: Livermore

Job Title: Website Content Writer

## Job Description:

- To update, update core website content, such as website home page, about pages, FAQ, ect.
- Update website with latest articles & newsletters
- Optimize search engine and to invite the site visitors to explore additional pages of the website

## Qualifications/Requirements:

- In process and/or experience in Communications and Business.
- Computer Experience with: Contribute, Facebook, and other social media outlets.

Hours: 4-8 hours a week

Wage: Unpaid

## Training:

- Review web site, mission TVC, goals of the web site and TVC: tour of the Tri-Valley to actually see what the company performs.

Time Period: Year round

Contact: Las Positas Internship Coordinator  
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