



## **VOLUNTEER OPPORTUNITY**

**Position:** Website Designer

**Unit:** Administration

**Positions Available:** 1

**Reports To:** Chief Operating Officer

**Compensation:** Unpaid

**Posting Date:** 02/26/10

### **Summary of Duties:**

The Website Designer will assess the current KYCC website and Intranet, and with the input from the Chief Operating Officer and the Development Coordinator redesign, create and/or implement the KYCC external and internal websites within the scope given to fit the needs of the organization.

### **Minimum Requirements / Qualifications:**

- A High School diploma or equivalent;
- Some college work;
- Demonstrated ability to design and/or create websites to integrate messaging and branding and to attract more traffic;
- Knowledge of and experience with HTML, Javascript, CSS
- Knowledge of current Internet trends and tools;
- Ability to think analytically;
- Some marketing experience;
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Self-directing and the ability to work independently as required; and
- Physical requirements:
  - Seeing to inspect documents; ability to communicate with KYCC staff, clients and public; sitting and standing for extended periods of time; and dexterity of hands and fingers to operate office equipment.

### **Desired Qualifications:**

- Nonprofit experience and/or knowledge;
- Graphic design experience

**Schedule:** Flexible days and hours

### **To apply, please send required documents to:**

Koreatown Youth & Community Center, Attn: Volunteer

3727 W. 6<sup>th</sup> St., Ste. 300

Los Angeles, CA 90020

FAX: (213) 927-0017

E-mail: [volunteer@kyccla.org](mailto:volunteer@kyccla.org)

### **Required Documents:**

- Volunteer Intake Sheet (found on website)
- Resume
- Web Design Portfolio