EducationUSA Canada Website Manager and Graphic Designer

Project Title	EducationUSA Canada Website Manager and Graphic Designer
Project Summary	EducationUSA Canada needs a creative and detail-oriented individual who enjoys editing, researching, website maintenance, and resource creation, and who also has a keen eye for design.
Country	Canada

Project Description

EducationUSA is funded by the U.S. Department of State and exists to help students around the world with the U.S. higher education application process. The center in Ottawa is responsible for reaching out to all Canadians, and thus, the strength of our virtual resources is vital. Virtual interns for EducationUSA Canada will create, maintain, and update education resources that are free to the 26,122 Canadians who study in the United States each year. Your role will be to ensure the highest quality of our digital resources, in order to provide timely, accurate, and unbiased information about U.S. higher education to Canadian students.

EducationUSA Canada wants to give virtual interns a chance to use and hone their skills, as well as explore areas they would like to grow in. The following tasks are how the intern will spend most of their time. However, you will also have a chance to become involved with other interesting projects, as they become available. EducationUSA Canada has two virtual interns and encourages them to work together when their tasks intersect. The other intern's title is "Social Media and Infographic Innovator."

The Website and Education Resource Manager for EducationUSA Canada will be responsible for the following tasks: maintain the EducationUSA Canada Wordpress website (educationusacanada.ca), edit and update information on the website (in English and French), update current resources/handouts, and create new resources/handouts in InDesign.

Required Skills or Interests

Skill(s)
Editing and proofreading
Graphic design
Website design

Additional Information

Familiarize yourself with EducationUSA Canada and our resources by viewing our website (educationusacanada.ca), Facebook page (EducationUSA Canada), Twitter (@EdUSACanada), and Instagram (@edusa_canada)

Language Requirements

Language	Speaking Proficiency	Reading Proficiency	Importance
French	Limited working proficiency	Minimum professional proficiency	Required