

## Internship Opportunities – Holland Select Board office

### Website Design & Implementation Intern

- Become familiar with platform (CivicPlus for Municipalities), features and functions of product (CivicEngage); self-guided training
- Review and document website content; Identify/inventory inconsistencies, typos, outdated content, broken links, etc.; Review inventory with Town Administrator and make appropriate updates to site
- Review other municipal websites and compile comparison data
- Consult with department/board/committee heads to understand services and audiences and align webpage designs accordingly
- Develop project roadmap for town website redesign
- Function as lead implementation agent
- Define and document plan for on-going content updates