

Responsible To: STEM Information Coordinator

Task Description: STEMisphere Web Content Developer and Social Media Internship - Carnegie Science Center is seeking an individual to work with the STEM Information Coordinator researching and populating content for STEMisphere.com. STEMisphere is an online repository of STEM resources for pre-K through grade 12 students, parents, and educators in the PA region, and also powers STEM Resource Centers in five other regions across the US. This role may also include creating content for social media components.

Responsibilities:

- Research and populate STEMisphere.com with specific resources via the internet and email
- Curate STEM content and resources available in PA and throughout the United States
- Actively seek out new resource contributors
- Contribute to social media campaign (Facebook, Twitter, and other social media venues)
- Help with other duties as assigned

Skills Required:

- Strong computer skills in research
- Proficiency with Microsoft Office products
- Ability to work independently
- Exceptional verbal and written communication skills
- Excellent organizational skills

Skills to be Learned:

- Professional-development
- Real-world learning experience
- Working with proprietary content management system in a team environment

Parameters:

- Work may be done off-site or at the Carnegie Science Center
- Flexible schedule

Training Methods:

- One-on-one review of process and resource criteria with STEM Information Coordinator

Time Frame:

- 120 hours minimum during the semester

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org