Blackstone Headwater Coalition

**Department**: Social Marketing to Restore Worcester’s Waterways

**Main Contact**: Peter Coffin, Coordinator Blackstone Headwaters Coalition
E-Mail Address: peter.coffin@zaptheblackstone.org, 508 753.6087

**Duration**: Minimum of 180 Hours

**Deadline**: April 1

**Location**: Flexible. Access needed to Clark server (where current website is housed).

**Position Description**

LEEP student needed to develop Blackstone Headwaters Coalition Web Page

**Responsibilities**:
All aspects of creating a website. Upon meeting with client and assessing their needs, LEEP student will help create and establish the website. Their duties include, but aren't limited to, the following:

- Determining technical requirements
- Research website options for small community based 501(c)3
- Create a simple, open, easy to use web presence of some kind
- Writing and editing content
- Designing webpage layout
- Include on website
  - Blackstone Headwaters Coalition mission
  - Contact information
  - Research and Develop a list of Blackstone Headwaters Coalition stakeholders.
  - Create user’s manual with all passwords and resources need for Blackstone Headwaters Coalition to maintain website at the end of the engagement

**Qualifications**:
Student with intermediate skills levels:

Willingness and ability to:

- Working independently
- Develop time management skills
- use communication skills to plan and facilitate meetings of 2-4 subject matter experts, program coordinators and volunteers
- read and interpret information on existing websites, social media, and documents in preparation for development of BHC website
- write sentences, paragraphs and lists in simple or plain English (5th grade reading level or below)
- research and analyze options and products for websites and website development
  - compare and contrast positives and negatives for each website option or product
  - prepare and present a table or grid to make decision-making easy
- develop and implement a web design using interactive tools similar to design tools in word-processing or slide show presentation software
- develop recommendations to extend usefulness and utility of website beyond the duration of the LEEP engagement

**Housing**: Housing will not be provided. Students are responsible for finding their own housing.

For more info: [www.clarku.edu/bwhc](http://www.clarku.edu/bwhc)

**Funding**: $2500 available through LEEP Fellows Program

**How to Apply**: Please email resume and cover letter to Peter Coffin, peter.coffin@zaptheblackstone.org

**About the Organization**:
The Blackstone Headwaters Coalition strives to engage citizens, businesses, environmental organizations, and state and municipal officials in the active stewardship of water resources in headwater streams of the Blackstone River.