**Columbia Green Technologies 2015 Summer Internship**

Objective:

Columbia Green Technologies’ green roof product line is specified by Architects and Landscape Architects who often find product information online. In order to increase the number of projects we are specified on we need to increase the quality of our online presence. In this internship you will manage an upgrade to our online presence.

Responsibilities:

* Manage the graphic designer and web designer (already identified) in the implementation of the new website.
  + This will include making sure that they have all the copy, photography transfer, etc,  (for example- they are making a template for upgrading our project portfolios, but populating them will be up the intern’s responsibility).
  + Managing the hosting transfer and re-direction of our sites.
  + SEO optimization of the website (metatagging all the photos, implementing key words, etc).
  + Optimizing google analytics.
* Transferring existing content into the new blog.
* Upgrading our social media presence (implement some twitter forums, increase linked in participation, and develop pinterest account).
* Evaluate the benefits of google adwords, pop-ups and other paid online campaigns.
* Secondary responsibility: search online databases for new jobs to transfer to the sales team

Qualifications:

* Marketing or Communications major (or equivalent)
* Experience with Word Press (web development/blogging) required
* Some experience with social media marketing (Twitter, Pinterest)
* Must be able to communicate effectively (especially written)
* Must have a strong work ethic- we are a small company and this internship will give you great experience and project ownership.

Compensation:

* 10-$12/hour based on experience
* hours based on project demand est. 20-30/week

Reports to: Marketing Director

To apply: send a resume and cover letter to robins@columbia-green.com

**About Columbia Green Technologies** <http://columbia-green.com>

*Columbia Green Technologies offers innovative green roof solutions for extensive, semi-intensive and intensive roof gardens. Cities across the world are using vegetative roofs to manage environmental issue related to stormwater, urban heat island and loss of habitat. Our products were engineered to maximize stormwater retention and create an environment for optimal plant health. We partner with leading manufacturers of waterproofing materials to offer a complete, single-source warrantied solution for every type of roof construction. We are committed to improving our environment and economy; our products are made in the USA and support low impact development, LEED building.*