

Technology Generalist Intern (Paid)

Hats & Ladders is located in NYC's Flatiron district, a hub of tech innovation. As the creators of one of the leading career exploration tools for young people ages 14-25, H&L is committed to providing meaningful work-based learning experiences---especially for youth who lack access to professional networks.

At any given time, Hats & Ladders employs 2-3 people under the age of 25 as interns or junior level employees, receiving training across all disciplines from implementation, to content creation, to engineering.

This position is virtual, so the candidate can be located anywhere.

Duties will include:

- Work with company tech team on front-end and back-end programming tasks
- Assist with modifications and maintenance of existing WordPress sites
- Assist with set up and review of analytics for Web sites, Web applications, and social media
- Create graphic content (edit photos, make infographics) to accompany newsletters, web pages, social content content, etc.
- Engage in research tasks across a variety of domains including novel technology practices, competition, customer research (segments, needs, and behaviors)
- Using research information to help construct reports

Requirements

- Experience with contemporary Web programming technologies (HTML5, PHP, Javascript)
- Knowledge of backend technologies (database design, databases like MySQL, sys admin tasks, and API integration)
- Experience with Google and Microsoft productivity software (word processing, spreadsheets, presentations)
- Pristine organization skills
- Strong Verbal and Written Communication
- Excellent research skills (electronic databases, search engines)
- Attention to Detail, Self-Motivated
- Creative Problem-Solving Skills,

Helpful skills (but not required)

- Experience with Social Media platforms
- UX/UI design
- Copywriting
- Graphic Design
- Data Collection and Analysis

Interested candidates should email your resume and a cover letter to careers@hatsandladders.com