

Community Development Venture Capital Alliance Graduate Internships



POSITION: Intern – Digital Content Manager/Information Architect
LOCATION: New York City (midtown)

About CDVCA:

We are the national association of community development venture capital investing. Part of the global movement for social impact investing, CDVC funds provide equity capital to businesses in underinvested markets, seeking a “double bottom-line” of market-rate financial returns as well as the creation of good jobs, wealth, and entrepreneurial capacity. CDVCA promotes the field by combining advocacy, education, and direct investment activities. CDVCA currently manages \$90 million in assets, including its Central Fund, federal and state NMTC programs, and the Innovate NY Fund, a \$45 million New York State economic development fund-of-funds, which investments in early stage venture capital funds throughout the state.

Internship: User Experience and Content Management Project

This is an excellent opportunity to create a referenceable website project for your resume and professional visibility as the Technical Lead for redesigning a website based on user experience and appropriate content. The current website content management system is Wordpress. Responsibilities include:

- Edit existing website content to create up-to-date references and news.
- Create wireframes and site map based on needs.
- Determine how the mix of content will be viewed to create the most user-friendly environment while also encourage discussion on CDVCA’s aims regarding policy and programs.
- Make recommendations on the sites mix of curated and internally generated content management.
- Make recommendations on effective visual presentation of website to better engage our audience through graphics, pictures, etc.
- Set-up appropriate analytical tools including use of register-user tracking cookies.

Ideal Candidates:

We seek graduate students, or properly qualified undergraduates with user experience and content management experience, for an internship beginning as soon as possible, and continuing through the Spring 2015 semester if mutually agreed upon. Successful candidates bring a mix of the following attributes:

- Academic studies in information technology, graphic design or web development, with a passion for creating highly functional and user-friendly websites.
- General experience with web hosting and content platforms, such as Wordpress and exposure to HTML.
- A self-starter with personal discipline, a creative mind and a wide-ranging curiosity about how information can be better represented through a website.
- An ability to balance opinions to recommend the best path for the website.
- A team player who maintains high standards for quality work product, professional ethics and integrity.

To Apply:

Please note that this is an unpaid internship. Candidates should submit their resume with a brief letter of application explaining their interest and suitability for the position. Please submit the materials by e-mail to Tanmay Bhargava at tbhargava@cdvca.org. No telephone inquiries please. For more information about CDVCA visit our website www.cdvca.org