Web Design/Developer Intern (Remote)
Digital Marketing Maven & Associates (DMM)
Part-Time | Remote | Internship | 10–15 hrs/week

About Us

At Digital Marketing Maven & Associates (DMM), we specialize in bold branding, strategic digital marketing, and stunning web design that helps small businesses, nonprofits, and entrepreneurs scale and succeed. Through our service agency and self-service platform Maven University, we're committed to building accessible, high-quality, culturally resonant design and marketing experiences.

Interning with DMM means you'll get hands-on experience contributing to real client projects, learn how a fast-paced agency operates, and build your portfolio—all while being mentored by an award-winning team of creative strategists and developers.

Position Summary

We're looking for a **Web Design/Developer Intern** to support our team with website edits, updates, and occasional build-outs across platforms like Squarespace, Wix, Shopify, and WordPress. This internship is ideal for someone who is passionate about digital design, tech-savvy, and excited to gain real-world agency experience in a flexible, remote environment.

You'll work under the guidance of our creative team, meet with your supervisor once a week virtually, and contribute directly to the digital presence of our clients—many of whom are women-owned brands, nonprofits, or purpose-driven businesses.

Key Responsibilities

- Make website updates including text, images, layouts, and forms across various platforms

- Assist with client onboarding by setting up pages, templates, and menus

- Troubleshoot and resolve basic website issues or bugs

- Support in implementing SEO best practices (alt text, meta descriptions, etc.)

- Help with plugin integrations, font and color changes, and responsive/mobile design

- Collaborate with the design team to maintain brand consistency across all sites

- Organize and maintain project folders and documentation

- Occasionally assist with template development or user testing on Maven University

---

What You'll Gain

- Real-world experience working on live client websites and branding projects

- Mentorship from experienced designers and creative leads

- Exposure to agency tools like Asana, Notion, Canva, Dubsado, and more

- A portfolio of completed projects (with supervisor approval)

- A deeper understanding of culturally competent, conversion-friendly design

- Flexible scheduling in a creative, mission-driven environment

---

Qualifications

- Familiarity with at least one website builder (Squarespace, Wix, Shopify, WordPress)

- Basic understanding of HTML/CSS is a plus

- Comfortable using Google Workspace, Canva, and design tools

- Strong attention to detail and ability to follow brand guidelines

- Excellent communication skills and ability to work independently

- Passion for design, tech, or digital marketing

- Must be proactive, reliable, and excited to learn

Preferred Degree Programs

(Not required, but ideal for those studying or interested in):

- Web Design & Development

- Computer Science

- UX/UI Design

- Digital Media

- Graphic Design

- Information Technology

- Communications or Marketing (with digital focus)

Internship Details

- **Hours:** 10–15 hrs/week

- **Schedule:** Choose from either:

  - Shift 1: Between Monday–Friday, 8:00 AM–2:00 PM CT

  - Shift 2: Between Monday–Friday, 2:00 PM–6:00 PM CT
    (Weekend makeup hours optional if needed)

- **Location:** 100% remote

- **Meetings:** Weekly 1:1 virtual check-in with supervisor

- **Compensation:** Unpaid, but school credit or portfolio/resume support available. Opportunities for paid contract work may be available after internship completion.

How to Apply

Submit your resume, a brief cover letter sharing why you're interested in the role, and links to any portfolio samples (if available). Bonus if you've already used platforms like Squarespace or Wix and can show examples!

Send all materials to **support@digimarketingmaven.com** with the subject line: **Web Design/Developer Intern – [Your Name]**