

Digital Resource guide – internship description

The Crown Heights Community Mediation Center is a storefront, neighborhood problem-solving center. We offer social services and referrals to community members on a walk-in basis. We also currently run Save Our Streets Crown Heights, a community-based anti-gun violence program, and YO S.O.S., a youth organizing after-school program.

CHCMC has compiled a guide of available resources, services, and programs in Brooklyn and beyond. We just completed a 2012 updated version and will be printing and distributing it locally. We believe our next step is to digitize the resource guide and open it up so that it can be edited more easily and by anyone. An ideal outcome would be a webpage, or a page built into our current blog, that can list resources by category (including cross-posting), can search listings for key words, and can be edited by the public with a mechanism that needs each change to be approved by CHCMC before being published. The goal is that changes to the resource guide (such as a new phone number or change in programming) can be incorporated as they are discovered.

We are seeking an intern to:

- Research options and choose the digital format that would best suit our needs
- Get the site up and running, including adding all information from the current guide into the digital format

And who:

- Has extensive knowledge of online content management systems
- Works independently and needs minimal supervision
- Has a strong attention to detail

We are aiming to have the project completed by June 2012. You would work from home and report to CHCMC supervisor every two weeks on your progress.