<center>**MEMORANDUM**</center>

From: Milagros Vergaray

To: Professor Ellis

Subject: Internship Job Position, Marketing Website IT at The Center for Family Support

<center>**Marketing Website IT**</center>

This memo contains information on a Marketing Website IT job/internship position at The Center for Family Support. Also this memo will show all the information about the company, responsibilities, and my preparedness for the job.

<center>**Job Listing**</center>

Title: Marketing Website IT | Company: The Center for Family Support
Location: 333 Seventh Avenue, Ninth Floor
          New York, New York 10001
Job Type: Full time, Employee
Education: Bachelor's Degree
Job Listing Contact: Dr. Ossama Elhadary
          Assistant professor, and internship coordinator
          Computer Systems Technology department, CityTech, CUNY

About the job
The Center for Family Support is seeking an individual with strong creative abilities and marketing skills that can help develop a new, more modern look to our website. This individual will help enhance a website that is easy to navigate, provide essential information for the Center for Family Support's constituents and assist in creating a look and feel that promotes the 60 years of work the organization has offered to the developmentally disabled community.

The employee will have an understanding of how to use graphics, pictures and videos as vital components of the website. We seek expertise on current on-line trends and how to keep the website fresh.

Responsibilities:
- Working in the site's navigational structure before the new modern site is created.
- Approving the site content before the modern site is made available to the public.
- Renewing the content's accuracy
- Ensuring the content complies with copyrights laws and non-profit organizations polices.
- Coordinates the work of the department of web team.
- Organizing, writing and editing content effectively for the site.
- Understanding how to create, maintain, and publish web pages and relate web accessible files.

- Adding content to Web pages using a Web authoring tool such as Komodo, Dreamweaver.

Experience:
- Minimum of 2 years in the software development site.
- Strong visual and capable with programming.
- Strong writing skills, and ability to learn new codes, and designs.

Company Background

The Center for Family Support, Inc. (CFS) is a non-profit human service agency that provides individualized support services and programs for individuals living with developmental disabilities, and for the families that care for them.

The mission of CFS is the concept of personal choice. Working very close with participants, and organizing projects to accommodate individual needs, preferences and goals.

CFS has almost 25 residential in NY, NJ, and Staten Island.

Job Listing Contact: Dr. Ossama Elhadary
Assistant professor, and internship coordinator
Computer Systems Technology department, CityTech, CUNY

Description of Position

I would develop my ability to create new templates and using my marketing, creative, and programming skills that could help the web team, and will develop the new modern look of the CFS's website. I would start using some info from the current website, and save them on order to update for the modern website.

Also, I would start checking some interactive platforms where the user would get involve with the modern CFS's website, and would navigate often into the new modern website. Also, I would use some graphics, pictures, and edit some videos in order to develop a professional website.

I would suggest to visit some residential, and take some pictures of the individuals, and save some projects that they did in the residential. I would collect some letter from parents who send their kids in the organization, and explain how great they feel with CFS's work, and I would create a new link page for the feedback's section.

My Preparedness for This Position

My preparedness for this position: I gain valuable opportunities to learn, explore and develop my creativity and software developer skills at New York City College of Technology. Working in some software developer projects and using languages such as Visual Basic, Java, HTML, it opens my mind to create webpages designs and gives the opportunity for this challenge. Having experience with customer service, and also working with team projects such as Architect Design project, it made myself to be prepared to work in a team project. I will be graduated of Computer Science Technology, and I develop such amount of preparedness for any technology changes. I am a very enthusiastic, positive and easy going person that I can work with a web time, and develop and share ideas for this new website in CFS.