



Website Development Assistant Opening at CTJ/ITEP (Temporary Position)

Citizens for Tax Justice (CTJ) and our sister organization, the Institute on Taxation and Economic Policy (ITEP) are seeking a temporary assistant to provide support as both organizations make the transition to new websites. The transition requires both the routine transfer of content from one site to the other, as well as some more technical work that we do not currently know how to do on our own. We therefore are looking for someone who is a self-starter and who can perform these tasks with very little instruction beyond the general goals we wish our websites to achieve.

The position requires knowledge of HTML, Dreamweaver, and some use of Photoshop or a similar program. Experience with Movable Type or a similar weblog publishing system is strongly preferred. Familiarity with e-mail design tools is a plus.

The position is expected to become available in late April, though the precise start date is flexible. Qualified students who are not able to begin work until May are encouraged to apply. The position is based in Washington, D.C.

About the Position:

Responsibilities include:

- Transferring content from CTJ and ITEP's old websites to the new templates.
- Performing a variety of aesthetic and functional modifications to the new websites.
- Performing a variety of aesthetic and functional modifications to CTJ and ITEP's e-mailings and online e-newsletter.
- Providing original ideas and recommendations regarding the implementation of the new websites, and CTJ and ITEP's online presence more generally.

The Website Development Assistant is expected to work between 20 and 40 hours per week. The precise number and timing of the hours can be adjusted to fit the Assistant's schedule. The duration of the assistantship is not firmly established, as it will depend on the assistant's ability to identify and complete some of the more complex tasks CTJ and ITEP would like to see done. Pay is commensurate with experience.

About CTJ/ITEP:

CTJ is a 501(c)(4) organization that advocates progressive tax policies with a focus on federal legislative issues. ITEP is the corresponding 501(c)(3) organization researching tax fairness issues. ITEP works primarily on state tax issues but also provides research on federal tax issues to CTJ. For more information about our work, visit CTJ at www.ctj.org or ITEP at www.itepnet.org

To Apply:

Applicants should e-mail a resume and cover letter to [cdavis \(at\) ctj.org](mailto:cdavis@ctj.org)

Applications for this position will be accepted until a suitable candidate is found.

CTJ and ITEP are equal opportunity employers.