

## **Kids and Cultures**

Developer of Online Resource Directory: [www.CulturesOfLancaster.com](http://www.CulturesOfLancaster.com)

### **Job Description**

#### **Task**

To develop an online directory of cross-cultural resources, connections, and events for Lancaster, Pa.

#### **Overview**

Kids and Cultures is a non-profit educational organization that introduces children to world cultures, and is becoming a hub of “all things cultural” in Lancaster. To help the organization grow in its role as a resource to the community, we are developing a resource directory at [www.CulturesOfLancaster.com](http://www.CulturesOfLancaster.com). Resource categories include restaurants, stores, organizations, presenters/performers, publications, and events.

#### **Reports to**

Timm Wenger, Public Relations and Administrative Coordinator

#### **Duties and Responsibilities**

1. To research available resources using the internet, magazines, newspapers, bookstores, and members of the community.
2. To select relevant resource ideas based on the given criteria.
3. To summarize the resource ideas and identify keywords.
4. To post summaries of and/or links to the selected resources, using the website’s content management system.
5. To test posted content and links.
6. To help promote the site.
7. To help obtain sponsors/advertisers for the site.

#### **Requirements**

1. Excellent verbal and written communication skills (English).
2. Above average organization skills.
3. Access to and familiarity with the Internet.
4. Ability to summarize content creatively and succinctly.
5. Desire and ability to seek out little-known resources.
6. Willingness to learn content management system (Drupal) and basic photo editing skills.
7. Enthusiasm to learn about various cultures and ideas to improve the directory.

#### **Provided**

1. Criteria for resource selection.
2. Training in using content management system and photo editing software, if necessary.
3. Direction and feedback.
4. E-mail address.
5. Phone card and postage, if necessary.

For more information, visit [www.KidsAndCultures.com](http://www.KidsAndCultures.com), or call 717-290-6948.