Oliveira Law Group is a law firm serving foreign business owners in the United States and American business owners seeking to expand abroad. Our firm provides services in the areas of immigration, commercial transactions and dispute resolution. We strive to deliver unsurpassed service to each of our clients. Our diverse team sets us apart from other firms and allows each of us to grow in a rewarding, creative atmosphere.

We are currently seeking a web development intern that would like to play a major role in the implementation of our online marketing. This is a role that has flexible hours, urges ingenuity, and allows an individual to develop entrepreneurial experience. If you are a self-starter who enjoys taking a project and running with it, this is the perfect opportunity for you.

We are accepting applications through March 18th, 2016. The internship takes places from April 4th through the end of the summer. Intern must be available for onsite training during April and May, but can work remotely during the summer. This is a part-time, unpaid internship. Oliveira Law Group is located at 22 East Mifflin Street, Suite 302, Madison, WI 53703.

Primary Duties:
- Develop, edit, and monitor company website, with supervision from our Business Manager
- Perform necessary coding using HTML, CSS, Javascript, PHP, and XML
- Implement SEO on company website and other online forums
- Assist in design of new company logo and graphic standards manual
- Conduct keyword research to analyze outreach and accessibility of website
- Provide extensive testing to ensure website is bug free and fully compatible

Requirements:
- Undergraduate or graduate student currently pursuing a degree in Computer Science, Software Engineering, Graphic Design, or related field, with a growing freelance portfolio
- Experience using Windows 10
- Experience with HTML, CSS, Javascript, PHP, and XML
- Experience using Wordpress
- General understanding of SEO concepts and implementation
- Ability to thrive in an independent working environment
- Ability to think creatively
- Ability to analyze needs of the firms and ways those needs can be met

Preferred Qualifications:
- Experience developing for mobile
- Experience with videography
- Bilingual or Multilingual

To apply, submit your resume, cover letter, and any relevant examples to our Business Manager, Dana Ingemann, at Careers@OliveiraLawGroup.com.