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**Jody Love**

to me

15:36 (18 minutes ago)



Hi You E,

Thank you again for meeting with me. We are pleased to offer you the Website Development Micro-Intern position with Rural Community Partners.

Job Title: Website Development Micro-Intern**Start Date:** 11/26/2025**Hours Per Week:** Approximately 10–12 hours per week, not to exceed 20 total hours for the project**Supervisor:**

Jody Love, President & CEO

Rural Community Partners

Email: jody@hbcap.org

Phone: 620-215-2892

Description of Duties:

In this role, you will create a refreshed, user-friendly website for Rural Community Partners that helps people understand our work and easily engage with our services. Key responsibilities include:

- Building **service sign-up forms** for entrepreneurs, community partners, and local organizations to request mentoring, support, or technical assistance
- Creating a **secure donation page** linked to our existing giving platform
- Developing **program pages** that clearly describe RCP's core work including entrepreneurship support, feasibility studies, technical assistance, and community development

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