**Information Technology Internship**

**QUALIFICATIONS:**

1. Must have ability to work independently as well as in partnership with a team.
2. Be proficient in maintenance of network, hardware and software.
3. Good communication skills, verbal and written.

**PROJECT SUMMARY:**

The Arc Shiawassee County is seeking an information technology intern to assist in helping to maintain and grow our computer-based information system that is used to help raise awareness of our vision. The vision for The Arc Shiawassee is to provide an inclusive community for individuals with developmental disabilities.

**About The Arc Shiawassee** is a nonprofit organization that has existed in Shiawassee County for 61years. It is part of a national organization that advocates for individuals and provides awareness across the country. We work closely with families, caregivers, Mental Health Authorities, the Social Security Administration, County Courts, and the legislature to provide the best possible life for individuals with developmental disabilities that we can. We do not receive state or federal funding.

**DUTIES AND RESPONSIBILITIES**

Reporting directly to the Executive Director, the Information Technology Intern is required to perform the following duties:

1. Assist in design, operate and help maintain the organization’s technology products.
2. Work closely with the team in computer troubleshooting and answering IT questions.
3. Start an email campaign to help market The Arc Shiawassee’s mission.
4. Other activities that may be needed.
5. Work closely with The Arc Shiawassee office personnel in administrative duties.

**HOW TO APPLY:**

Hours: 35 Hours a week/10 week internship

Compensation: $10 per hour

To Apply: Please send cover letter and resume to lgrubb@arcshiawassee.org