



Internship Description

Job Title: Information Technology Intern
Reports to: Data Insight and Training Manager
Draft: April 25, 2019

Summary

Kids' Food Basket is a grassroots, community solution to childhood hunger. We engage all who care about children reaching their full potential – in school and in life. We are seeking an Information Technology intern to provide technology support, workstation and telephony set up, and installation and computer maintenance tasks.

Job Responsibilities

- Provide workstation set up and installation / removal, including, but not limited to, VPN access, application download / installation, printer installs, etc., for staff
- Provide support and assistance for new staff workstation set up
- With Data Insight and Training Manager, support staff through training of new technology
- Create and maintain internal technology inventory process
- Provide technology support for the Grand Rapids relocation through the summer
- Perform IT maintenance tasks as needed
- Other duties as assigned

Requirements for Information Technology Intern

- Working towards an associates or bachelor's degree in computer technology or information systems related field
- Previous experience with Microsoft Office 365 required
- Maintain confidentiality of all stakeholder data
- Detail oriented
- Pass Background Check including Motor Vehicle Record

Skills and Qualifications

- Highly organized with the ability to work in a fast paced, ever changing work environment
- Demonstrated poise, tact and diplomacy
- Ability to train on multiple tasks and understand the larger scope of each task
- Excellent interpersonal skills both in person and over the phone with high level of professionalism
- Experienced working with diverse populations
- Experience working in the nonprofit sector as a volunteer or staff member is preferred
- Well versed in computer programs (Microsoft Office, Excel and Outlook required)
- Can work independently as well as collaboratively
- Basic understanding of hunger and poverty issues in West Michigan

Physical Activities

- **Reaching.** Extending hand(s) and arm(s) in any direction.
- **Standing.** Particularly for sustained periods of time.
- **Fingering.** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping.** Applying pressure to an object with the fingers and palm.
- **Feeling.** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Talking.** Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive motion.** Substantial movements of the wrists, hands, and/or fingers.
- **Light work.** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- **Visual acuity.** The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- **Environmental conditions.** None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Work Schedule

Based on intern schedule during summer 2019. Must be available through August 2019.

Tier 1 Internship

- \$599 Stipend or School Credit
- Typically 150 hours required
- If school credit is desired, it is the responsibility of the student to seek and get approval from their school.

How to Apply:

Send cover letter and resume to: hire@kidsfoodbasket.org

Kids' Food Basket provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, marital status, height, weight, genetic information, qualified disability, or veteran status. In addition to federal law requirements, Kids' Food Basket complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.