

Organization: Duluth Area Family YMCA

Internship: **Information Technology**

Reports To: IT Administrator

Hours: 10 hours per week, Flexible

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The Y: We're for youth development, healthy living and social responsibility.

**Position Summary:**

Provide technology troubleshooting, network support, and training on the Y's technology infrastructure.

**Essential Functions:**

1. Troubleshoot and resolve issues related to technology, including computers, printers, copies, phones, and fitness technology.
2. Monitor network status and provide maintenance and updates.
3. Assist with long range technology planning and budgeting.
4. Provide group and one-on-one training to staff.
5. Work with service providers and consultants from the community.

**Opportunities:** We are very open to using your creative ideas and knowledge to enhance your experience during your internship. This position has flexibility for creativity and new ideas.

**Required Qualifications:**

1. Pursuing AAS/BS/BA in Computer Sciences, IT, or other related field.
2. Experience with basic troubleshooting of Windows-based systems.
3. Able to work both on own initiative and as part of a team.
4. Knowledge Active Directory and Microsoft Exchange preferred.

**Desired Qualifications:**

1. Knowledge of HTML, CSS, and experience with WordPress preferred

**Compensation:**

Interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation. We will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through their degree program.

**Application Process:**

- o YMCA Internship Application (found at [www.duluthymca.org](http://www.duluthymca.org))
- o Cover Letter
- o Resume
- o Two letters of recommendation

**Contact Information:**

Gina Miller

Volunteer & Internship Coordinator

Duluth Area Family YMCA

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