

# INFORMATION TECHNOLOGY INTERNSHIP

The Information Technology Internship is for the person that is passionate for the marginalized community and has a desire to use his/her skills in the non-profit field to better serve the under resourced. The Information Technology Intern will work directly with the Accounting/Administration Department to ensure that we are providing the best technical support for our organization and facilitating growth & development using technology.

Throughout the duration of the internship, Good Samaritan Ministries will provide the intern with the experience and the tools to be successful in furthering his/her education within the respective field of study. This will involve working with different departments of our organization to provide guidance and assistance as needed to our staff. Our office is a fun and safe environment that empowers you to be creative!

## Responsibilities:

- Process technical requests as they are submitted
- Inventorying devices and equipment on hand, to determine usage
- Create and maintain database of information for Department Administrators
- Ensure that Good Samaritan Ministries is using the most efficient software and technology to facilitate growth
- Increase the computer literacy skills for new and current staff members

## Qualifications:

- Must be a current college student majoring in Computer Science, Information Technology, Information Systems, Accountancy or a related field
- Great attention to detail and time management skills
- Ability to translate business operations into IT procedures
- Strong written and verbal communications skills
- Proficiency in Microsoft Office and Google Suite



To Apply:  
Please email  
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