



## **Information Technology Intern (part time)**

**Mission:** The Pebble Tossers mission is to engage and equip youth to lead through service.

### **Inclusion and Teamwork:**

Pebble Tossers is a small nonprofit with one full-time employee, several independent contractors and a board of directors, so interns are not just observers in our organization; they are an integral part of everything we do.

### **Supervisor Accessibility:**

This position will work directly with the Operations Manager. Whether through email or in person, the senior team is available to clarify questions necessary to complete a project. The Executive Director hosts staff meetings once a week to bring the team together to discuss weekly goals and accomplishments. (For summer 2020, all meetings will be virtual.)

**Hours expected:** 15 – 25 hour per week. We are flexible about office hours and allow interns to do much of their work remotely (as long as they have access to a computer).

### **Responsibilities:**

Work with Operations Manager on Data Migration + Implementation and Community Service Projects (CSP):

- Assist with the migration to a new volunteer management system and application development
- Assist with data import conversion, input and information security
- Testing new volunteer management system and create what-if scenarios
- Process Improvement to review outcomes for past projects and analyze areas for improvement
- Information Systems Analysis and Administration
- Update Nonprofit member profiles
- Assist volunteers with any new platform questions
- Big data analysis to compile, maintain and report programing statistics and utilize data for grants and program development
- Support other organizational activities as needed.

### **Qualifications**

- College or College Graduate student and beyond
- Proficient in Excel
- Experience working with APIs, databases, and Google Analytics
- Excellent oral and written communication skills
- Personal qualities of initiative, organization, reliability, flexibility, curiosity, energy and collaboration
- Ability to work with a range of people and show sensitivity to individual differences
- Prefer challenges that involve communication, are people-oriented, promote networking and socializing, and include roles that call for imagination
- Commitment to the mission of youth development
- Availability to work an occasional evening and weekend as needed

Please email resume and cover letter to Lisa Gill - [lisa@pebbletossers.org](mailto:lisa@pebbletossers.org) [www.pebbletossers.org](http://www.pebbletossers.org)