**IT Intern**

Skills & Experience

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* Some coursework in related field (insert related field subjects) or related
* Attention to detail
* Access to own computer/internet to work from home
* Experience with (insert related software/programs here; ex: dreamweaver, adobe, wordpress, etc.) an asset

Deliverables/Duties

* Change database systems and ensue all forms and management systems are updated and working correctly
* Update website ex:
  + Transfer to a new Content Management System
  + Training of personnel to maintain and change information on the site
* Create a statistical analysis and reporting system for the website
* Create a technical report containing information related to the website development and maintenance
* Develop planning report for information technology needs

Time Commitment

This internship is based on a project timeline, with check-in meetings every two weeks by phone or in person. A more detailed timeline will be provided at the interview for the applicants’ information.