

## Technology Internship

Rural Neighborhoods is seeking a resourceful, innovative individual who recognizes the critical role of technology in charitable organizations. The internship spans a mix of technical work including web design and maintenance, social media outreach, maintaining database records and tutoring non-technical staff in new workplace tools.

### *Responsibilities*

- Content creation, web design and search engine optimization
- Support social media activities
- File storage setup and organization support to rural properties
- Instruct non-technical staff in IT procedures

### *Knowledge and Abilities*

- Demonstrated experience providing IT support to users
- Experience in website management
- Strong communication and organizational skills and demonstrated attention to detail
- Ability to work independently and in a team setting with non-technical staff