



**Susan G. Komen Northwest NC  
Information Technology Intern**

**Summary:** The Information Technology Intern will assist in data management, computer maintenance, website maintenance, and recommendations for IT solutions for the Susan G. Komen Northwest NC affiliate.

Interns will work based on availability. Occasional weekend, early morning or evening availability depends upon our event schedule. We ask our interns to commit to a minimum of 15 hours/week.

**Essential Duties and Responsibilities:**

- Work with the PR/Marketing Intern to post new content to Komen Northwest NC website.
- Review current data management systems, research alternatives, and make informed recommendations for data management.
- Perform basic software maintenance on office computers and tablets.
- Address technology issues related to computers, wi-fi, network, and backup.
- Make recommendations for improvements where necessary.

**Requirements:**

- Knowledge of software, hardware, small business server, backup, and data management.
- Good communication skills, written and verbal.
- Comfortable working with a diverse population.
- Special event and leadership experience preferred.

**Benefits:**

- Knowledge that you are an integral part of an organization that contributes to the promise to save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures.
- Experience in IT solutions for a regional headquarters.