



Title: Information Technology Intern

Report to:

Department: Technology

Location: Brooklyn/Bronx

Classification: Part-time

About The Organization:

Children of Promise, NYC's (CPNYC) reimagines a just society that values the purpose of every child impacted by mass incarceration and removes barriers to create opportunities for children to thrive and achieve their full potential. CPNYC's mission is to support and advocate for the children of incarcerated parents while speaking out against root causes that affect the communities we serve, including systemic racism, poverty, and bias in our nation's criminal justice system. CPNYC has successfully developed an innovative model, the only one of its kind in New York City, which co-locates a licensed mental health clinic and children's centers in Bedford Stuyvesant, Brooklyn, and the South Bronx. CPNYC provides an array of youth development programming and services tailored to each child's individual strengths and challenges and fosters a unique uplifting environment to foster hope and resilience.

Qualifications:

A Bachelor's degree and experience providing support in an information technology or audio/visual environment are preferred. A minimum of a high school diploma and 2 years of related experience are required. Experience providing support in a lab or department within a university setting, and knowledge of PC based multi-media applications for video/audio development are preferred.

Position Overview:

Key job duties will include creating new computer systems, networks, and applications or finding software errors through troubleshooting which can be involved in various tasks depending on the roles and the organization's needs.

Essential Job Functions:

Work with computer-based information systems, software, and hardware, typically by designing, developing, and managing them. Everyday responsibilities will include:

- Identifying technical problems
- Deploying the appropriate IT solutions to solve problems.
- Designing computer-based systems or programs
- Identifying user needs with technology.

Workplace Skills:

- **Analytical:** Analytical skills like critical thinking can help you identify and solve technology-related issues. For example, you may need to assess the status and identify computer system and application errors.
- **Communication:** You'll communicate with various teams within your organization as an IT professional. This includes explaining technical concepts in a way that others can understand.
- **Organization:** In an IT role, you'll be tasked with multiple duties or projects at once, making organization a critical skill for success. With proper organization, your efficiency and productivity at work will drastically increase.
- **Problem-solving:** Troubleshooting problems with the technology systems in your company can be difficult and confusing, so having advanced problem-solving techniques can lead you to be an effective team member.
- **Time management:** IT professionals often have time-sensitive tasks with hard deadlines. It's crucial to prioritize your time, designate tasks when needed, and complete projects correctly by their deadlines.

COMPENSATION:

- Commensurate with the experience and qualifications of the selected candidate. This position is part-time. We are committed to a diverse, socially just, and welcoming work environment and people of color, people with varying abilities, and people of all sexual orientations and gender identities are especially encouraged to apply.

***Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*

Children of Promise, NYC is an Equal Opportunity/Affirmative Action Employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law. EOE, M/F/D/V