

**The Friends of Israel Gospel Ministry, Inc.**  
**Position Description**

**Position:**       **Technology Summer Intern**  
**Reports to:**   **Director of Information Technology**  
**Start date:**   **May 15, 2022**

**Purpose of the Position:**

The information technology department of The Friends of Israel Gospel Ministry is looking to hire a summer intern to carry out a variety of assignments and learn various functional skills to aid in a successful career in a technology-concentrated field. Whether you are interested in networking, database administration, PC hardware and software, cyber-security, or all the above, this is a great opportunity!

**Objectives of the Position:**

The student will perform tasks aiding our IT staff and assist in solving technology programs and projects to help further the name and mission of The Friends of Israel Gospel Ministry.

**Position Qualifications:**

The following qualifications are preferred but not required for candidates:

- Currently enrolled in an accredited college or university
- Proficiency in Google Workspace and Microsoft Office Suite
- Experience in SQL
- Experience developing reports and spreadsheets
- Strong organizational skills and attention to detail
- Strong interpersonal skills with the capacity to collaborate with others
- Ability to work independently

**Position Responsibilities:**

Some of the daily responsibilities may include the following (will be adapted to intern's gifts and abilities):

- Learning and utilizing StudioEnterprise CRM
- Using and creating SQL queries and reports
- Evaluating network infrastructure
- Support the IT team in maintaining hardware, software, and other systems
- Assist with troubleshooting issues and provide technical support
- Organize and maintain IT resources
- Provide IT support in areas such as cybersecurity, programming, analytics, and data center management

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**Benefits**

- This is a paid position (\$15/hour) working approximately 20-35 hours a week for 10-12 weeks on a flexible schedule.
- Gain hands-on experience in an IT position
- Shadowing and training experiences with knowledgeable professionals

**Location**

- We are located in southern New Jersey in the greater Philadelphia area.
- We expect an intern to spend a minimum of 3 weeks on location with the balance of the internship spent either on-site or remote. We will provide housing for the minimum 3 weeks.