

Due to current health mandates and for the safety of our staff and interns, **this is a remote position**. Chromosome 18 is well equipped to offer remote internship opportunities and will provide the necessary support you need for a meaningful internship!

THE ORGANIZATION

Chromosome 18 Registry & Research Society is a 501(c)(3) non-profit composed primarily of the parents of individuals with a chromosome 18 abnormality. Chromosome 18's mission is to help individuals with chromosome 18 abnormalities overcome the obstacles they face, so they may lead happy, healthy, and productive lives. Our mission has three facets: building community, expanding education, and advancing research. Our shared vision is that one day, children with chromosome 18 abnormalities will have the same aspirations and achievements in life as their siblings. We are proud to count among our members those who are affected by a chromosome 18 abnormality, extended family members, and professionals.

THE OPPORTUNITY

We are looking for an IT & Web Development Assistant to get involved with many different aspects of a small 501(c)(3) non-profit. A successful assistant IT Technician must have a knowledge of computer software and hardware and a variety of internet applications, networks, and operating systems. The ideal candidate will also have great troubleshooting abilities and attention to detail. The goal is to build and maintain updated and efficient computer systems and networks to optimize the role of technology on business sustainability.

With this internship, you will gain experience in...

- Maintaining, installing, and configuring hardware and software according to specifications
- Developing and maintaining local networks in ways that optimize performance, security, and privacy
- Providing orientation and guidance to users on how to operate software and computer equipment
- Organizing upgrades and maintenance without deterring others from completing their work
- Performing troubleshooting to diagnose and resolve problems (repair/replace parts, debugging etc.)
- Developing web standards and guidelines for style, content, and code based on current web trends, usability of clients, and relevant policies and procedures
- Designing, developing, and maintain our website and various web applications (e.g. data modeling, coding, integration, etc.), particularly in WordPress

Preferred Knowledge & Skills:

- Excellent diagnostic and problem-solving skills
- Excellent communication ability, organizational, and time-management skills
- Understanding of computer systems and networks
- Knowledge of internet security and data privacy principles

Preferred Qualifications:

- General knowledge of major programs listed above preferred, particularly WordPress
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Computer science or software development major preferred, but not required