INFORMATION TECHNOLOGY INTERNS

Lighthouse Guild is the leading not-for-profit vision + healthcare organization with a longstanding heritage of serving the needs of people who are blind or visually impaired, as well as those with multiple disabilities or chronic medical conditions.

We help people of all ages who are at risk for, or are experiencing, vision loss. We provide services, research and education, and advocate to help people with low vision and blindness.

Summary:
Lighthouse Guild seeks an intern to perform administrative tasks which are associated with computer, network and printing related issues on a daily basis. He/she may also be required to perform other IT related duties.

Principle Duties and Responsibilities:
• Inventory technology across the enterprise and record information on spreadsheet.
• Diagnose and repair computer related issues.
• Diagnose simple network problems and resolve them quickly and effectively.
• Assist with Help Desk function as needed
• Provide other administrative support required for the operation of the IT Department as needed.

• Qualifications:
• Must be a self-starter and able to address the needs of the organization.
• Basic knowledge of the fundamentals of I.T. Networking and Telephone Systems.
• Must be proficient in computer hardware and software basics.
• Must be proficient with Microsoft Office, especially Outlook, WORD and Excel.
• Must be able to lift equipment, read very small print including serial numbers
• A student in an academic program for an information systems technology degree preferred.

Date: Upon approval by the Department

Location: 15 West 65th Street, New York, NY 10023

Details of the Opportunity: The internship will begin immediately and will require 12-15 hours per week 9 AM – 5 PM Monday through Friday for at least three months. Business casual attire (no jeans, no sneakers) is required during the internship.

Please submit a resume to volunteer@lighthouseguild.org. Please include the hours you are available to work. Any questions should be directed to Cheryl A. Pemberton-Graves, Director of Volunteer Resources (646)874-8688.