

## **Internship Opportunity as Blessed Family Ministry Tech Support!**

Crescentia DeGoede

May 26, 2017

Job Title: Blessed Family Ministry Tech Support Intern

Job Location: New York, New York

Job Type: Full Time

Job Description:

### **Summer 2017 (June - August):**

The Blessed Family Ministry is seeking a technically savvy, highly organized individual with great attention to detail to improve BFM's systems for managing information and training volunteers, as well as, upgrade our BFM website's look and user friendliness.

### **Objective**

This internship is a 3 month program giving the opportunity to gain experience in the field of tech support and web development in a non-profit setting. Through the program participants will contribute to website development and design, user experience testing, tech support communications, and data collection and management.

### **Qualified Participants**

Participants should be current college students or new graduates pursuing a career in information management / website development. Desired qualities are: very organized, detail oriented, team players and good communicators. Participants should also be committed to maintaining confidentiality.

### **Work & Schedule**

Internships are available on a full time and part time basis. For the majority of the time Interns will work at the FFWPU Headquarters Office located at 481 8th Ave, New York, NY. Occasionally they may be asked to work off-site. Interns are expected to work Mondays through Fridays, 10AM - 5PM, days depending on full time or part time status.

### **Compensation**

Full time interns receive a transportation and lunch stipend of up to \$100 a week to help defray the cost of travel and meal expense. A stipend for part time interns would be set based on the agreed upon schedule. Each intern is responsible for his/her own room and board. At year end, interns will receive a 1099 tax form from FFWPU for tax purposes.

### **Supervision**

Interns will work under direct supervision of Crescentia DeGoede. Crescentia can be reached by phone at 212-997-0050 ext 476 and by email at [cdegoede@unification.org](mailto:cdegoede@unification.org).

Please send your resume to Crescentia in order to apply!