

## **IT Intern** (Based in Bellingham)

As a Conservation Northwest IT intern, you can help a team of dedicated conservationists and activists create real change in the wild landscapes of the Pacific Northwest, while gaining on-the-ground skills in systems management, database tools, on-line activism, and IT support. Like most non-profits, we work on a tight budget and avoid the "bleeding edge", but that does not mean we aren't leading the way to a healthy future for wildlife and wild places. You won't write programs for the latest video games, but you will improve communications with our supporters, keep our vital work for wildlife going, and walk away with a resume that really means something.

### **Duties**

- Assist IT administrator with daily activities, depending on your skills and interests. These could include:
  - Tech support for staff members
  - Testing backups
  - Troubleshooting networking issues, LAN & WAN-based, including routers, VPN, Windows-based issues.
  - Documentation of computer procedures
  - Database management
- Research and help implement system-wide upgrades, including backups, VPN upgrades and file-sharing. Potential research on cloud computing and other internet services to improve our efficiencies.
- Build systems for staff based on existing protocols, and help develop system for automating PC installations
- Help develop and edit Conservation Northwest Facebook, Twitter, and other social media content as time or your desire to do so permits. Create videos or podcasts about wolves, create special content on bears for Facebook, or otherwise use your creativity for a good cause!

### **Timeline/Compensation**

- Flexible start date; 3 or 6 month commitment
- 15-20 hours/week, primarily during business hours
- Compensation: College credit and cutting edge experience; \$400 stipend per quarter

### **Skills Required**

- Strong skills in a Windows environment, including Office Suite, Internet Explorer
- Comfort troubleshooting hardware, software, and networking issues with end users
- Coursework in or experience with networking (IPSec, PPTP VPN, TCP/IP, NetBIOS, routing tables, etc)
- Good interpersonal skills for staff tech support and a desire to help further our mission
- Ability to work independently

### **Management**

Barbara Christensen, Systems Administrator: internship supervision

Andrea Lawson, Conservation Northwest outreach associate: intern coordination