



Job Description: I Am Well Darke County Event & Tech Support Intern

(Part-Time: 5-10 hours per week)

Salary: Internship Program

Qualifications

- Demonstrable commitment to the mission, vision, core beliefs, guiding principles and values of I Am Well Foundation and I Am Well Darke County
- Basic knowledge of IT, systems and software
- Ability to research, develop and/or train on tools and software
- Demonstrable ability to work well within a team setting

Skills

- Excellent customer service and problem-solving skills
- Effective oral and written communication skills
- Understanding of website development, effective software and technologies
- Knowledge of computer, internet and website security
- Attention to detail and ability to work independently and within a team setting

Responsibilities

- Assist I Am Well Darke County Advisory Committee in researching, developing and/or identifying tools and technologies to improve and enhance services to I Am Well Darke County members, providers and participants
- Assist I Am Well Darke County Member and Provider Services Intern in finding and utilizing technologies to meet their programming needs
- Provide IT assistance as needed to I Am Well Foundation Administrative Coordinator and I Am Well Darke County Marketing & Outreach Coordinator Intern
- Provide user training as needed
- Assist Celebrate You Saturday/Events Committee as needed for events

Reports to: President/Acting Director