



CHARTER SCHOOL

YouthBuild Philadelphia Charter School  
1231 N. Broad St., 3<sup>rd</sup> Floor  
Philadelphia PA 19122  
(P) 215-627-8671  
(F) 215-763-5774

## Job Title: Information Technology (IT) Intern

Part-Time

Reports To: Director of Information Technology

Supervisory Responsibilities: No

### **YouthBuild Philadelphia Charter School**

Location: [Philadelphia, Pennsylvania](#)

#### **Organization Overview:**

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

#### **Vision**

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

## Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

## Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

## Job Summary:

The Interns will learn about key business operations as well as the field of Information Technology – as it impacts education, finance, and business decision-making. They will gain understanding of the functions, goals, and workings of the non-profit sector, including hands-on experience in IT operations, such as Microsoft Active Directory Services, Cisco routing / switching, centralized printing, firewall, imaging, etc. Depending on interest and ability, some students may be able to develop independent research projects that support our mission.

## Responsibilities and Duties:

- Provide technical support to end users on computer hardware and software.
- Install, troubleshoot, and patch software on computers systems.
- Perform installations, modifications, and repairs on computers and related devices.
- Support for network communications and infrastructure.
- Document, track, and monitor problems to ensure timely resolution.
- May perform routine system administration activities such as adding/modifying/removing user access, installing upgrades and patches, maintaining backups and restores, running scheduled processes, etc.
- May provide basic database administration and configuration.
- May perform minor programming.
- Conduct PC imaging and asset inventory management.
- Work with Google Apps for Education and related products.
- Soliciting donations for IT equipment.
- Ensure IT controls are in place and effective to satisfy internal and external regulations.

- Other duties as assigned by the IT Director.

## Qualifications:

- Junior or Senior in BS Degree program
- Coursework in Computer Programming, Network Administration, Information Services, Programming, Database Management, and/or related fields.
- Candidate should possess an interest in the intersection between IT and/or software applications and business management in the non-profit sector.
- Candidate should possess an interest in the intersection between IT and/or software applications and business management in the non-profit sector.
- Self-motivation and ability to work independently; Interest in learning how a Network Data Center (NOC) works.
- Willing to volunteer
- Time Commitment: 10-15 hrs. /wk.

## Common Competencies

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making

How to apply: Send your cover letter and resume via email to Human Resources at [careers@youthbuildphilly.org](mailto:careers@youthbuildphilly.org) with subject line "IT Intern"

*Note: If selected, you will be required to reproduce the following items on the first day of employment.*

- *FBI - Criminal History Report*
- *PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)*
- *PA Child Abuse History Clearance*
- *TB Test Results*

*Last modified: May 2020*  
*An Equal Opportunity Employer*  
[www.youthbuildphilly.org](http://www.youthbuildphilly.org)

- *Act 24 - Arrest Conviction Form*
- *NSOPW - National Sex Offender Clearance*

*The HR Department will provide the selected candidate with additional details regarding clearances and other job requirements.*