

Job Title of this Position	Technical Support Intern
Name of Organization	ONE/Northwest
Website	<a href="http://www.onenw.org">www.onenw.org</a>
Job Location Address	1402 3 <sup>rd</sup> Ave, Suite 1000 Seattle WA 98101
Contact / Supervisor	Sam Knox
Phone Number	206-286-1235x21
E-mail	<a href="mailto:sam@onenw.org">sam@onenw.org</a>
<u>Hourly Pay Rate</u> (indicate a range)	\$8-\$12
Employment Period	Summer Only [ <input type="checkbox"/> ]      Academic Year [ <input type="checkbox"/> ]      Summer & Academic Year [ <input checked="" type="checkbox"/> ] (7/1/2008- 9/23/2008)      (9/24/2008-6/12/2009)      (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [ <input type="checkbox"/> ] part time program up to 19 hrs/wk [ <input checked="" type="checkbox"/> ] Academic Year: up to 19 hrs/wk [ <input checked="" type="checkbox"/> ]

**Nature of Business or Organization:**

Technology consulting for environmental non-profits. ONE/Northwest itself is also a non-profit organization and have served hundreds of organizations since our inception in 1995.

**Duties and Responsibilities:**

Assist program staff on website projects, learn Plone (a Content Management System), learn ONE/Northwest business practices, provide support for our clients, conduct basic trainings for clients, built HTML templates, create documentation for our tools and processes.

**Minimum Qualifications:**

Knowledge of HTML preferred, the nature of the internet, familiarity with modern desktop computers and common Windows applications.

**Educational Benefits:**

Exposure to a wide variety of environmental non-profits working in the Northwest. Opportunity to work in a professional office, learning project management skills and online communications and collaboration tools.

(For Work Study Office Use Only)

JOB NUMBER 65ONE01 REIMBURSEMENT RATE: FEDERAL \_\_\_\_\_% STATE 65%