



**Position** Information Technology Intern

**Location** Los Angeles, CA or Washington, DC

**About RI:** Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks an Information Technology Intern.

**Position Summary:** The Intern provides support and guidance for users, manages the Windows Server, accounts and policies among other responsibilities.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Provide technical support and guidance to local users
- Maintain and administer Windows Server 2003.
- Create and maintain user accounts and group policies in Active Directory.
- Manage users in Email Server
- Setup laptop/desktop computers and install necessary software

**QUALIFICATIONS & REQUIREMENTS:**

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Strong problem solving skills.
- Hands-on experience with Windows Server 2003, Active Directories, Firewall, Router/Switch configuration, and wireless network.
- Experience with Operating System (Windows XP) installation and configuration.
- Expert Knowledge of Windows XP/Vista, and Office 2003/2007
- Knowledge of Adobe Acrobat, Photoshop, Dreamweaver, and etc.
- Knowledge of Network Security, LAN/WAN architecture, VoIP
- Knowledge of Cisco solutions, especially Cisco Unified Communication System is plus

**Application Procedure:** To be considered for this recruitment, please submit a cover letter, resume, 3 professional supervisory references, and date of availability to [intern@ri.org](mailto:intern@ri.org). Incomplete applications will not be considered. The email subject line should include the following: IT Intern.