Wellspring Philanthropic Fund
DC Information-Technology Internship
2019

Wellspring Philanthropic Fund' Information-Technology Internship provides practical training in enterprise IT and knowledge management for philanthropic organizations. The internship offers an opportunity to become an integral member of an operations team supporting programmatic and grantmaking activities in human rights and social justice. Wellspring Philanthropic Fund will provide opportunities for learning and exposure to the operations side of philanthropy.

The intern will work directly with the IT team in a variety of IT and knowledge management–related activities, including hardware configuration and support, data governance, cloud-implementation projects, staff training and project management. Also, the intern will participate in weekly meetings and attend events where he or she can build networking skills, learn about new technologies and report back on recommended solutions.

Qualifications:
- Ambitious student pursuing an associate's or bachelor's degree in, engineering, information systems, computer science, mathematics, arts & sciences, or communications,
- previous volunteer or work experience in nonprofit or philanthropic sector preferred,
- able to operate effectively within a globally dispersed, complex and highly collaborative organization,
- basic knowledge of modern computer-networking technologies,
- basic understanding of Windows, Office, iOS and cloud technologies,
- excellent problem-solving skills,
- training or teaching experience is a plus,
- able to research a range of topics and synthesize information concisely in a written report,
- displays initiative and resourcefulness when addressing users' issues,
- able to communicate technical information to nontechnical audience thoughtfully and effectively, and
- able to handle confidential client information with complete discretion.

Responsibilities:
- Be open to and enthusiastic about a wide range of projects,
- help deploy new desktop, laptop and mobile devices,
- carry out research projects as agreed with IT team,
- perform administrative tasks as requested [e.g., updating inventory, organizing and updating technology hub on intranet, creating service-oriented architecture (SOA), recycling hardware],
- present ideas for improving and streamlining IT processes,
- create and update resources on technology for staff and IT team,
- be ok with lifting of computer equipment 30 lbs or less throughout the DC office expansion project (listed below) and
- help develop and update IT architecture documents and standard operating procedures,
- Suggests improvements and/or help with the Travel Form

The above job description is meant to describe the general nature and level of work being performed; it is not to be construed as an exhaustive list of all responsibilities, duties and skills required. As needed from time to time, the intern may be required to perform duties outside of his or her normal responsibilities.

Benefits (Wellspring internships offer an opportunity to)**:**
- learn firsthand how an IT department in a philanthropic organization functions,
- collaborate effectively in a team focused environment,
- work with industry leading security and cloud software solutions,
- learn best practices for enterprise content management,
- acquire deeper understanding of the role philanthropic organizations play in promoting and advancing social justice and human rights,
- strengthen personal and professional skills in an exciting work environment,
- learn about best practices by attending webinars and online trainings,
- take the next step toward a successful and meaningful career.

ADDITIONAL BENEFITS:
- hourly position ($18/hour);
- flexible time schedule;
- weekly lunch series featuring Wellspring staff and expert outside speakers;
- opportunities to network with leading foundation staff through meetings, affinity group conferences, and events with other interns.

ABOUT WELLSPRING PHILANTHROPIC FUND :

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY and Washington, DC. Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.
- As a private foundation, Wellspring's key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs, administer grants and monitoring grantee performance; and work to promote the effectiveness of programs that receive donor funding.

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply.

Wellspring hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment.)

How to apply:

- Send an e-mail to internship@wpfund.org with "SPR 19-IT Intern" in the subject line, and attach the following documents:

  1. **a cover letter with a brief personal statement, and an outline of career goals and interests**
     a. **Resume will not be considered without a supporting cover letter.**
  2. a resume listing relevant courses, previous experience and special skills,

- Complete applications must be received, not postmarked, by the deadline, **Friday, January 4, 2019.**
- Internship runs from February 4th – June 28th, 2019 (flexible).
- No phone calls, please