



*Making the world safer for children by eradicating child abduction, sexual abuse and exploitation.*

## Information Technology Internship

Thank you for your interest in becoming an intern at the International Centre for Missing & Exploited Children (ICMEC). Interns contribute substantially to the work of ICMEC, and ICMEC's staff work closely with interns to make the experience as rewarding as possible.

ICMEC is a private, nonprofit organization, working to make the world safer for children by eradicating child abduction, sexual abuse and exploitation through advocacy, training and collaboration. We strive to:

- **ADVOCATE:** propose changes to laws, treaties and systems based on rigorous research and the latest technology to better protect children worldwide.
- **TRAIN:** provide tools to professionals who interface with children to improve prevention, facilitate treatment for victims and increase the efficacy of the identification and prosecution of people who victimize children.
- **COLLABORATE:** build international networks of professionals across disciplines to anticipate issues, identify gaps and develop cross-cutting solutions.

As the workload of ICMEC continues to grow and resources are stretched, the contributions of interns are extremely important. ICMEC interns who share the same belief in our goals help to make the success stories happen. ICMEC offers full and part-time internships each academic semester. Successful applicants will be highly motivated students with strong problem-solving skills, an interest in growing their knowledge of information technology, and a passion for public interest work.

The ICMEC technology solution is 100% cloud-based and focused on building an innovative and agile workplace. ICMEC partners with the best technology companies, such as Google, Amazon Web Services, Microsoft, and Cisco, to provide a unique technology experience for its global staff.

The Information Technology Intern will support the Chief Technology Officer in managing this exciting technology environment by assisting with a variety of projects, including: managing the ICMEC IT Help Desk as the front-line support for all staff and interns' Windows and Mac computers; providing support for network printers and VoIP phone systems; performing general to advanced network troubleshooting; and supporting to all cloud collaboration tools from Google Apps to Microsoft Office 365. The Information Technology Intern may also undertake other IT projects and assignments, including web database application development, data management, troubleshooting other ICMEC web properties, providing weekly reports of activities, and other projects as needed.

### ***What are the requirements for the internship?***

The nature of ICMEC's activities require that interns:

- Be available to work at least 20 hours per week (30+ hours preferred) for 12 to 15 weeks during the Fall or Spring semesters or 8 to 12 weeks during the Summer term;
- Undergo initial and periodic background checks; and
- Have completed at least one (1) year of undergraduate studies.

### **What about housing and transportation?**

ICMEC does not provide housing for interns nor do we provide a stipend to cover living expenses. ICMEC does, however, provide partial reimbursement for public transportation costs associated with commuting to and from work or daily parking fees for days worked on site.

### **Is the internship paid?**

All internships are unpaid, though ICMEC does provide a partial reimbursement for public transportation or parking costs associated with commuting to and from the office. Internships may be granted academic credit (please refer to your school's internship/externship requirements).

### **How do I apply?**

An application form is available on our website ([www.icmec.org](http://www.icmec.org)). You can submit the application form online or download the application form and submit it by mail, fax, or email. In addition, please upload or include a Statement of Purpose or cover letter, résumé, official or unofficial transcripts, and writing sample, and return them to us either online or by mail, fax, or email to the following point of contact:

Abbe Horswill  
Research Coordinator  
International Centre for Missing & Exploited Children  
2318 Mill Road, Suite 1010  
Alexandria, VA 22314  
Fax: +1.703.549.4504  
Email: [ahorswill@icmec.org](mailto:ahorswill@icmec.org)

Applications must be received by the application deadline:

- August 1 for Fall semester;
- December 1 for Spring semester; or
- March 1 for Summer semester.

Your interest in ICMEC is very much appreciated, and we look forward to helping you have a rewarding and fulfilling experience.

### **What's next?**

You will hear from us as soon as your application has been reviewed, usually within three (3) weeks.