



*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 excellent communications skills and a passion for public interest work.

The Information Technology Intern will support the Chief Technology Officer and assist with a variety of projects, including: ICMEC Intranet management, Cyber Security Analysis, Python Development, Google Analytics, Database / File Management, Mobile App Development, and Website DevOps. The position will utilize the following technologies: Google Apps, Google Maps, Wordpress, Amazon Web Services, LAMP (Linux, Apache, MySQL, PHP), Google Drive, Drupal, and Cisco.

### *What are the requirements to intern at ICMEC?*

The nature of ICMEC's activities require that interns:

- Be available to work 8 to 12 weeks, at least 15 hours per week, during the Fall, Spring, or Summer semesters;
- Undergo initial and periodic background checks; and
- Have completed at least two (2) years 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  
1700 Diagonal Road, Suite 625  
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;
- November 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.