Information Technology/Cybersecurity Internship

Thank you for your interest in interning 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.

The International Centre for Missing & Exploited Children (ICMEC) is a private, nonprofit organization, established 20 years ago. Our mission is to unite the world in the prevention, response, recovery, and care of every missing, sexually abused and exploited child to make certain that no matter where they are or how they got there, *no child stands alone*.

We strive to:
- Advocate for changes in laws, treaties and systems to protect children worldwide;
- Research and publish reports, model laws and frameworks, and best practice guides on child protection issues;
- Train and assist governments, law enforcement, legal professionals, healthcare workers, teachers, school administrators, NGOs and others on how to keep children safer from harm;
- Lead global coalitions; and
- Promote public-private, and multi-sectoral partnerships.

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 technology, and a passion for public interest work.

ICMEC's technology solution is 100% cloud-based and focuses 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/Cybersecurity 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 (using both Windows and Mac computers); providing support for network printers and VoIP phone systems; performing general to advanced network troubleshooting; and supporting all cloud collaboration tools, from Google Apps to Microsoft Office 365.

The Information Technology Intern also may undertake other IT projects and assignments, including web database application development, data management, troubleshooting other ICMEC web properties, providing weekly activity reports, and other projects as needed.

What are the requirements to intern at ICMEC?
The nature of ICMEC's activities requires that Information Technology Interns:
- Be available to intern at least 20 hours per week (30+ hours preferred) for 12 to 15 weeks during the Fall or Spring semesters, and 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.

Is the internship paid?
All internships are unpaid, though ICMEC does provide a small stipend to help defray commuting costs. Internships also may be granted academic credit (please refer to your school's internship/externship requirements).

Does ICMEC provide housing?
ICMEC does not provide housing for interns nor do we provide a stipend to cover living expenses.

How do I apply?
An application form is available on our website (www.icmec.org/careers). Please submit the application form online and be sure to include a Statement of Purpose or cover letter, résumé, official or unofficial transcripts, and writing sample.

Point of Contact:

> Internship Coordinator
> International Centre for Missing & Exploited Children
> 2318 Mill Road, Suite 1010
> Alexandria, VA 22314
> Fax: +1.703.549.4504
> Email: internships@icmec.org

Applications must be received by the application deadline:
- August 31 for Fall semester;
- December 31 for Spring semester; or
- March 31 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.