

POSITION ANNOUNCEMENT

IT Support Intern

Learn new skills and put your education to work! The National Center for Appropriate Technology (NCAT) is looking for a qualified student to work in our Butte, MT office as an IT Support Intern. The National Center for Appropriate Technology (NCAT) is a private non-profit corporation that works to promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities.

Qualifications: The internship is available to a qualified currently enrolled college student. The successful candidate will need to have good written and verbal communication skills, a strong working knowledge of Windows Operating Systems and Microsoft Office Products, as well as the ability to provide user support, and basic computer troubleshooting. The successful applicant will need to interact with the NCAT staff in a professional manner. The ability to work independently and to manage multiple tasks is required.

Opportunities: A student with IT skills and knowledge will have a great opportunity to gain hands on experience and work on a national program under the direction of experienced IT professionals. The internship will take the skills acquired in school and apply them in a professional setting. The successful candidate will gain a better understanding of the role that IT plays in a non-profit setting. The candidate will also have opportunities to learn more about sustainability and the great work that NCAT does on national projects.

Responsibilities: The IT Support Intern will assist IT staff with hardware and software inventory, provide troubleshooting and user support to NCAT staff.

Compensation: \$10.25/hourly

APPLICATION PROCESS: Applications will be accepted through November, 25 2018 or until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must submit a cover letter highlighting their experience and skills relevant to the listed qualifications, a current resume and a completed NCAT application form. Requests for an NCAT application form and inquiries about the application process should be directed to Kriss Sullivan. Incomplete applications or reference on the application to “see resume” will not be considered. Applicants can visit NCAT’s web site at www.ncat.org for a gateway to web sites and projects developed by NCAT staff. Send completed application materials to:

Kriss Sullivan, NCAT Human Resource Specialist
P.O. Box 3838
Butte, MT 59702
e-mail: kriss@ncat.org

NCAT’s mission is to help people by championing small-scale, local and sustainable solutions to promote healthy communities, reduce poverty and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve.

For additional information about NCAT please visit our website at www.ncat.org.