



## **INFORMATION SYSTEMS INTERN – at Innovative Social Enterprise**

**Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.**

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry-level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen-printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

### **JOB SUMMARY**

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as an Information Systems Intern. The ideal candidate will be flexible, highly responsible, and able to work independently. If you are looking for experience at a mission based company, possess excellent communication and time-management skills, and collaborate well with others, we want to hear from you. Join our team and work for an organization that helps young adults with autism live up to their potential for stable, successful, economically self-sufficient lives.

Spectrum works in seeking a highly motivated Information Systems/Database intern to assist with the implementation of Salesforce.com and other IT-related projects. This intern will be a valued member of the team and be able to gain hands-on experience using various systems such as Salesforce, 3<sup>rd</sup> party applications, and email marketing platforms. If you are looking for a rewarding internship, possess excellent IT skills, and collaborate well with others, we want to hear from you.

### **IT RESPONSIBILITIES**

- Analyze business requirements and design solutions
- Assist in the Implementation of Salesforce Platform
- Ensure the underlying data is accurate in support of key reporting and business processes
- Create training and technical documentation outlining organization's use of Salesforce
- Assist with centralizing content management
- Assist with development and implementation of social media strategy

### **KEY QUALIFICATIONS**

The ideal candidate will have excellent IT skills and an interest in making a difference in the world. You have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Computer Science, Information Systems, or other related fields required
- Flexible days and hours (remotely or from office in Secaucus)
- Strong attention to detail
- Exceptional organizational skills
- Ability to independently research, analyze, and problem solve
- Passion for Spectrum Works mission
- Highly motivated to achieve, with the ability to overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

### **SKILLS**

- **Required:** Microsoft WORD and Excel
- **A Plus:** Salesforce or other database management experience, Adobe Creative Suite, CRM
- **A Plus:** Video or other photo editing skills

**SALARY:** This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

**CONTACT:** Applicants should submit a cover letter and resume to [info@spectrumworks.org](mailto:info@spectrumworks.org) . Please write ***IT Intern*** in the subject line. Applicants without a cover letter will not be considered.