

Share Technology Program Process and Documentation Intern Posting

Share is an all-volunteer 501(c)(3) charitable organization (www.shareofmclean.org) serving economically distressed families and individuals, including senior citizens, immigrants, victims of spousal abuse, and the homeless.

Process and Documentation Intern Responsibilities

- Manages the Share Technology Program documentation on the cloud.
- Identifies all standard program practices and procedures.
- Analyzes current documented procedures and modifies them to meet current standards.
- Creates new documentation for standard program practices and procedures if non-existent.
- Collects data regarding process throughput, sources of bottlenecks, and number clients served.
- Works a minimum of five hours per week.
- Sends a weekly report to the Share Executive Committee and Technology Program Adult Sponsor with accomplishments and progress.
- Volunteers with the Food Pantry and Furniture Program once per quarter.

Qualifications/Requirements

To be successful in this role, all candidates for this position must meet the following minimum requirements:

- Proficient in Microsoft Office.
- Current enrollment as a high school student in Fairfax County.
- Access to reliable transportation.
- Access to your own mobile device.
- Willingness to work some Saturday mornings to participate in Share's operations.
- Ability to communicate effectively.
- Timely and committed to all arranged meetings.
- Desire to expand awareness of our community and who Share serves.

Preferred qualifications:

- Knowledge of Share operations/already a Share volunteer.

- Demonstrated ability to write technical reports and procedures through a portfolio of published works.