

The International YMCA is a branch of the YMCA of Greater New York, the largest YMCA association in the United States. We offer value-based programs that have local and global impact, enhance understanding of the world, and enable people to work together towards peace and justice. Serving roughly 10,000 people annually from over 84 countries around the world, the International YMCA is on the forefront of the international travel and service industry.

POSITION: IT/Graphics Assistant

DEPARTMENT: Branch Administration

OVERALL RESPONSIBILITY: Contribute to the overall positive global impact produced by the programs and services offered by the International YMCA through the maintenance and support of branch IT functions and graphic/web design. Work closely with the IT Director to support all aspects of computer and equipment maintenance, website updates, and other related ventures. Serve as a member of a dynamic and fast-paced staff team.

KEY AREAS OF RESPONSIBILITY:

- Administrative support to IT Director
- Assists with computer maintenance and programming
- Envisions and creates marketing pieces, graphics for website updates and other web-based and print publications
- Assists with upkeep of equipment inventory, repair and website updates
- Creates slideshows and presentations to help market branch programs to the local, national and international community
- General administrative support to all branch functions

SUPERVISOR: Kelvin Eng, IT Director

CONSULTS WITH

- Program staff of all International YMCA programs
- Vendors, clients, service companies, programmers and designers
- Other external community members and international partners as needed
- IT staff from other YMCA branches and organizations

TERM OF INTERNSHIP: 1 semester as determined by college's calendar (time period can be lengthened or shortened on a case by case basis). Minimum of 4 months

QUALIFICATIONS:

- Demonstrates professionalism and responsibly in all aspects of work
- AA or equivalent class experience in computer programming, graphic design, marketing or related field
- Solid organizational, administrative and relationship building skills
- Basic knowledge of computer maintenance, repair, website design and programming
- Able to multi-task and work successfully in a fast-paced environment

LEARNING PLAN:

- Consultation with branch staff to work toward the completion of projects, goals and tasks working in conjunction with the IT Director
- Hands on experience with system & equipment maintenance, website creation and upkeep, contract compliance and other IT/Graphics related skill sets in an international non-profit setting
- Hands-on experience with international partners, customers and participants

Contact: Chad Nico Hiu (chiu@ymcanyc.org)