



IT & Administrative Support Internship

Carlsbad Educational Foundation Mission Statement

The mission of the Carlsbad Educational Foundation is to support the education of every child in the Carlsbad Unified School District by developing, conducting and financing innovative and quality programs and projects.

Key Responsibilities:

- Data Entry
- Help track & record IT Inventory
- Help provide technical support to CEF employees
- Assist in development and enhancement of I.T. systems
- Help create I.T. related training for new hires and users

Requirements:

- Able to Drive
- Able to learn new software
- Proficiency in Word & Excel
- Reliable and trustworthy
- Effective written, organizational, and interpersonal skills

Schedule and Compensation

Candidates will receive volunteer hours or credit in conjunction with their school's internship agreement. Hours per week and schedule may vary.

Applicants

Manager: Charlotte Romero, Finance Manager
Location: 5631 Palmer Way, Suite L, Carlsbad, CA 92010
Phone: (760) 929-1555
E-mail: Charlotte@CarlsbadEd.org
Website: www.CarlsbadEd.org

Applicants should forward a copy of resume and cover letter by e-mail.

Carlsbad Educational Foundation is an Equal Opportunity Employer. A diverse applicant pool is desired.