



# United Way OF THE GREATER LEHIGH VALLEY

## Strategic Technology Intern PAID

This internship is for anyone interested in pursuing a career in the nonprofit sector. The successful candidate will demonstrate a keen interest in nonprofits, as well as interest in a field of study related to the position. There are opportunities to "look under the hood" at strategic technology functions as the intern may desire beyond the basic projects included in the day-to-day. This internship will require virtual and in-person activities at our Allentown, PA office. It is only appropriate for an intern who is within a reasonable commute of the Greater Lehigh Valley area. This internship requires a commitment of approximately 6-10 hours per week for the summer semester.

### Detailed projects and learning experience:

- Implement a new documentation system (Confluence) org-wide, integrating it with Jira.
- Assist in gathering and converting pre-existing documentation/SOPs into Confluence pages for different departments.
- Shadow the team and create documentation for internal processes learned on the job.
- Help with manual data loading into StratusLIVE for Workplace Giving Portal (temporary task, few days of effort).
- Document the manual data loading process in Confluence.
- Wipe old Surface Pros for potential donation to seniors through Healthy Aging.
- Assist with adding new laptops to inventory and asset management system in Confluence (if applicable).

### General Internship Information

- Internships at UWGLV are available in most of our business areas year-round. We are highly flexible with start and end dates for internships.
- Will work on projects that go beyond that which the organization expected to accomplish with regular employees and which are not core to the achievement of the organization's mission.
- An intern is expected to get as much from the work experience at UWGLV as UWGLV gets from the intern. The supervisor of an intern anticipates a "break-even" exchange of time invested in mentoring the intern versus work product contributed to the organization.
- It is not the purpose or intention of this program to allow prospective employees to "work for free" to demonstrate their skill set or prove their suitability for employment. Candidates applying for stipend internships for this purpose will not be accepted.
- May serve as an intern for no more than 1 year or no more than 950 hours.

Questions: Jennifer Nicolosi, Director, Service-Learning Programs, United Way of the Greater Lehigh Valley, 610-807-5741 or [jennifern@unitedwayglv.org](mailto:jennifern@unitedwayglv.org).

To apply: <https://my.career.place/static/jobs/strategic-technology-intern-20250407-cm975ve9o7sea0im8dhx1axit>