



FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION

Incorporated in the spring of 1992, Fairfax Renaissance Development Corporation (FRDC) is a nonprofit community development corporation whose mission is “strengthen neighborhoods in Northeast Ohio through comprehensive community development.” FRDC carries out community revitalization activity through the development of affordable and market rate housing, promotes economic development activity through commercial, retail and institutional initiatives, acts as a catalyst to spur community visioning through comprehensive master planning.

JOB DESCRIPTION

Position: IT Intern

Location: 8111 Quincy Avenue Suite 100 Cleveland, OH 44104

Status: part-time; 20 hours per week

Salary: Unpaid

Duration: Spring Semester, January to May 2020

Reports To: Denise Van Leer, Executive Director

Responsibilities:

- Assist with curriculum at the neighborhood technology center
- Ability to create websites
- Ability to learn new software quickly if needed
- Attention to detail and confidentiality required
- Assist in day to day technology support.
- Perform all other duties as assigned

Qualifications:

- Currently enrolled in undergraduate degree program or higher
- Professional written and verbal communication skills
- Ability to work independently and creatively
- Ability to use Adobe Photoshop and similar platforms

- Have experience in IT: Must possess excellent computer skills and demonstrated proficiency in the use of Word, Excel and PowerPoint and Google Slides, Sheets and Docs
- Be Interested in the work of nonprofit organizations and community development

Please refer to the Fairfax website for further questions and concerns:

<https://fairfaxrenaissance.org/>