

Technology Innovation Intern Summer Internship in Menlo Park LifeMoves

Position Title: Technology Innovation Intern

Main office location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- **10 weeks: June 12th – August 18st**
 - Flexible scheduling

Position Details:

LifeMoves is focused on strategic improvement of processes and technology in order to better utilize our resources and better serve homeless individuals and families. Technology is rapidly advancing all around us, so the Technology Innovation Intern will help the agency move more quickly into the future. The Intern will work closely with the VP of Strategy, Technology, and Operations along with the Compliance and Tech team, to find ways to utilize technology in a way that optimizes outcomes for our clients.

Primary Responsibilities Include:

- Identify opportunities for greater synergy and efficiency using technology
- Make strategic recommendations for consolidation, improvement of services to improve LifeMoves staff efficiency
- Conduct research as necessary to support technology assessment
- Consult with intern supervisor to choose a specific technology innovation project to see through to implementation
- Complete special projects and provide organizational support as assigned

Position Requirements/Preferred Skills:

- HS Diploma and some college
- Strong technology background and interest
- Strong analytical and problem-solving skills
- (Preferred) Experience with systems analysis and design, user-interface design, Salesforce administration/development, and/or database concepts
- Diligent work ethic, positive attitude, and desire to learn about LifeMoves' technology innovations and data/compliance systems

Learning Outcomes:

- Hands-on engagement in technology/compliance for one of the largest and most effective non-profit agencies serving homeless populations in the SF Bay Area
- Insight into executive-level strategic decisions affecting the agency's short and long-term growth
- Networking opportunities for career development with LifeMoves staff, donors and volunteers, board members, and partner agencies

Compensation: Unpaid

Supervisor: Dwight Powery, Vice President of Strategy, Technology, and Operations