



Technical Writing Intern

Why Join Us?

Assist Compassion Information Technology divisions with updating documentation, documenting core IT processes, preparing reports, capturing critical business data, retrieving/collating systems information and developing Key Performance Indicators that measure Compassion's technical ability to release children from poverty in Jesus' name.

You will:

- Primarily support the Operations team responsible for providing/supporting Compassion IT capabilities
- Document processes that enable IT to connect sponsors and children
- Document process to ensure availability of IT equipment and processes
- Document IT infrastructure and process that support critical business processes
- Document IT Business Service Monitoring and Disaster Recovery configuration/automation processes
- Provide critical IT business data collected
- Provide input and ideas that could potentially innovate IT operations to release children from poverty in Jesus' name

You have:

- Excellent written, verbal and interpersonal communications skills for building customer relationships
- Basic understanding of Information Technology systems and terminology
- Intermediate knowledge of Technical Writing and documentation best practices
- Ability to work in a team environment and occasionally lead discussions
- Strong organizational skills, attention to detail, and analytical thinking skills
- Ability to take direction and work independently on assigned tasks

You study:

- Technical Writing, Computer Science, or related field of study