Security Intern

The Security Intern will report directly to the Security Manager and will primarily focus on providing security and privacy specific support to all LifeSpeak product lines, both internal and external audits and work on maintaining the security policies, standards and guidelines along with any other assigned tasks. The security intern will become familiar with the documents LifeSpeak security and privacy program along with applicable regulatory requirements. This includes the SSAE18 SOC audit standards, US HIPAA regulations, Canadian PIPEDA law and the EU GDPR regulations.

Day to Day Responsibilities

- Take direction from the LifeSpeak Security Manager and focus on the following requirements.
    - Become familiar with all applicable laws and regulations governing security and privacy programs.
    - Become familiar with the LifeSpeak security policies, standards and guidelines designed to meet all regulatory and client requirements.
    - Gather and process monthly, quarterly and annual screen shots to support both internal and external audits as required by the LifeSpeak security program.
    - Update security program documentation as directed.
    - Support completion of client security surveys.
    - Manage the LifeSpeak security training program.

Detailed Responsibilities:

- Collect governance specific evidence in support of the formal internal audit program and any SSAE18 SOC2 Type 2 or client required security audits.
- Perform all governance specific to monthly, quarterly and annual internal audit tasks as outlined in the information security standards and guidelines.
- Manage and report on the employee and contractor security training program, to include annual HIPAA training for new and existing staff; running monthly phishing email training campaigns for all LifeSpeak services lines and conducting ad-hoc training as directed.
- Assist in the creation and annual maintenance of the formal LifeSpeak information security policies, standards and guidelines.
- Provide assistance to the Security Manager in collecting evidence and conducting formal risk assessments of selected and potential third-parties.

Minimum Qualifications:

- Familiar with and an interest in information technology and information security
- Ability to use effectively use Microsoft Office products