



Data Management Intern

Title: Data Management Intern
Reports To: Data Manager
Manages: None
Salary: Unpaid

POSITION SUMMARY:

The Data Management Intern will support the Data Manager (DM) in various aspects of data management, database design, data visualization and data analysis. This candidate will learn & use Social Solution's ETO system, while developing systems, standard operating procedures, and assisting end users to accomplish tasks. Knowledge of databases is required. This is a great opportunity for those looking for experience working with non-profit program impact measurement technology.

POSITION RESPONSIBILITIES:

- Data analysis as assigned by the DM.
- Assist with re-engineering of the database.
- Help identify and implement meaningful solutions to address problems at the project level.
- Ensure data needs and accuracy including importing/exporting raw data and reviewing work as assigned.
- Create and document data entry guidelines for the office at the direction of the DM.
- Assist with the creation of a manual for staff to reference.
- Take the lead on administering database maintenance tasks, such as making suggestions for table cleansing, de-duplication of records, and updating records.
- Research industry standards and business practices.
- As part of the intern team, prepare in-office mailings, administrative tasks, and other tasks as assigned.

QUALIFICATIONS:

- An interest in data management, data visualization and computer science.
- Spreadsheets (MS Excel, Numbers)
- Strong analytical and problem-solving skills
- Ability to balance technical and interpersonal skills
- Ability to transform end-user needs into technical application
- Ability to contribute in a small office, team-oriented environment

BENEFITS:

The data management intern will gain insight to an industry leading human services organization. This candidate will have experience using emerging and industry standard technology.