



## **SALESFORCE AND SPECIAL EVENTS INTERN (REMOTE)**

January to May 2021

Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Salesforce and Special Events Intern** will support the business and development office of the private school in Decatur.

Our commitment is to help an intern gain experience in Salesforce Lightning CRM, fundraising data management, and event planning, and to provide the opportunity for this intern to take a leadership role in planning at least one of our annual special events.

**Intern Schedule: 10-12 hours per week** Monday to Friday, between 9AM and 5PM. Occasionally this intern may be asked to attend events outside of traditional business hours.

**Internship timeframe** is from **January 20, 2021 to May 20, 2021**.

### **Responsibilities**

Areas of work may include:

- **Data entry, management, and analysis in Salesforce CRM**
  - Follow a training program designed to orient you to Salesforce generally (if needed), the Nonprofit Success Pack, and the specifics of GVP's Salesforce instance
  - Learn best practices in deploying a database for relationship management
  - Strengthen data quality by establishing a rhythm of data optimization routines
  - Run reports to analyze donor relations including acknowledgements, annual giving, and event participation
- **Special events, including GVP's largest annual fundraising event, the *Tribute to Education* gala**
  - Assist with direct mailing of invitations and acknowledgements to the GVP community
  - Solicit sponsorships and in-kind donations
  - Organize and distribute auction items
  - Research livestream technology platforms and other tools for virtual and hybrid events
  - Collaborate on program planning, including coordinating with speakers and guests
- Other duties as assigned

### **Qualifications**

For this opportunity to be a perfect fit, you'll need to be:

- A self-starter who will take ownership of a project and initiate tasks
- Meticulous, with a close attention to detail and the ability to self-monitor for mistakes, troubleshoot, and closely follow a process
- A team player who works well with others in a collaborative and inclusive environment; friendly, with a positive attitude
- Flexible and willing to learn

- Familiar with data entry in a CRM database, Excel application, or another data management system
- Proficient with computers, particularly Google Drive, Microsoft Office Suite, and Apple products

**Other skills that would be helpful (but aren't required) include:**

- Experience with Salesforce CRM
- Experience working with refugees or in any multicultural environment
- Experience planning events and/or fundraising
- Experience or willingness to learn livestream and virtual event technology

*GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, gender identity, or sexual orientation. GVP believes that diversity, equity and inclusion are essential elements of a 21<sup>st</sup> century education and a culture of collective community.*

Interested persons should send resume and cover letter to [kmull@globalvillageproject.org](mailto:kmull@globalvillageproject.org)

\*This internship may qualify for workstudy or workforce development funding from Agnes Scott College.

\*This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.