



## Development & Volunteer Program Intern Summer 2021 (June-July)

Global Village Project is an accredited, non-profit middle school in downtown Decatur serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Development and Volunteer Program Intern** will support the Development & Volunteer Team as we plan and prepare for the new school/fiscal year and launch the new Volunteer Support Network (VSN). Our commitment is to help this intern gain experience and applied knowledge in Salesforce Lightning CRM, fundraising and event project management, and volunteer management.

Internship areas of work may include:

- Donor 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 and strengthening data quality
  - Run reports to track and analyze donor relations including acknowledgements, annual giving, and event participation
- Volunteer Support Network (VSN) launch and implementation
  - Support development of volunteer orientation and assist in training Volunteer Leaders and Team Captains in the VSN
  - Help develop a tracking tool of volunteers skills and program needs to eventually match volunteers to postings
  - Apply Salesforce CRM knowledge to update volunteer data in preparation for the new school year
- Preparation for fall 2021 Welcome Walk (TBD)
  - *Pending decisions related to COVID-19 safety precautions*, learn about event project management, sponsorship acquisition, and support community outreach to build partnerships for our Fall 2021 Welcome Walk event
- Other duties as assigned

Specific schedule requirements: **Requires 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: June 1, 2021 to July 31, 2021.

Qualifications:

- 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
- Communicative, 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
- Prior experience in customer service or other front-facing roles

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

*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.*

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