Nonprofit Data Intern - Spring 2022

The Opportunity:

The **Nonprofit Data Intern** will support the Development and Administrative teams through strategic fundraising and program data management. This intern will report to the *Development and Data Projects Specialist* and work closely with other members of the Administrative Team. Our commitment is to deepen the intern's first-hand experience with Salesforce Lightning & Nonprofit Success Pack, to train the intern on several aspects of nonprofit data and relationship management, and to provide the opportunity for this intern to take a leadership role in crafting database models and protocols in a nonprofit context.

Responsibilities:

- 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 program impact tracking.
- Capture information on donors, volunteers, alumni, organizational partners, and other stakeholders in Salesforce.
- Create and run reports to track and analyze constituent relations, program impact, and data quality.
- Assist with direct mailing of appeals and acknowledgements to the GVP community.
- Collaborate with Development Team and other interns to execute spring special events.
- Contribute to a culture that values community, collaboration, and lifelong learning.
- Other duties as assigned.

Required Qualifications:

- A team player and 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.
- Flexible with a self-motivated and proactive commitment to ongoing learning and improvement, both as an individual and as part of a whole staff team.
- Familiar with data entry in a CRM database, Excel application, or another data management system.
- Comfortable with computers and common technology applications.
- Passion for empowering and educating refugee young women who face structural barriers to their education.
- Proficiency working with multilingual, multicultural communities and a personal commitment to the principles of diversity, equity, and inclusion.

Preferred Qualifications:

- Experience with Salesforce CRM
- Experience with Google Suite, Microsoft Office Suite, and Apple products
- Experience with data and knowledge management
- Experience working with refugees or in any multicultural environment
- Experience planning events and/or fundraising

Job Type: part time internship

This is an unpaid internship. This internship may qualify for work study or workforce development funding from Agnes Scott College. College credit can be arranged. GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, social justice, and service. We are located in downtown Decatur, across the street from the Decatur MARTA station. The position requires a criminal background check.

Internship timeframe is from January 10, 2022 to May 20, 2022, with the possibility of extension into the summer. 10-15 hours per week Monday to Friday, between 9AM and 5PM, will be split between on-site and remote work as needed based on a schedule established at the beginning of the semester. Occasionally this intern may be asked to attend events outside of stated hours.

About Global Village Project:

As the only school in the U.S. for refugee girls, Global Village Project removes the barriers to refugee girls' learning and amplifies their voices as creative young leaders. GVP's full day academic program serves 40-50 refugee young women from Clarkston, Georgia, and students pay no tuition. A model for innovative, equitable refugee education, GVP builds on our students' existing strengths to support them in becoming highly successful students and empowered citizens.

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, or sexual orientation. We are committed to fostering a culture of inclusion and encourage individuals with diverse backgrounds and experiences to apply. We especially encourage applications from women, people of color, and those with refugee and immigrant backgrounds who are excited about contributing to our mission.

Interested candidates should email a resume to Kate Hibbert at khibbert@globalvillageproject.org with **Nonprofit Data Intern** in the subject line. Resumes can also be mailed to Global Village Project c/o Kate Hibbert, P.O. Box 1548, Decatur, GA 30031. Applications will be reviewed as they are received until the position is filled.