



235 Montgomery Street, Suite 470
San Francisco, CA 94104

JOB DESCRIPTION: DATABASE INTERN

ABOUT EARN

EARN is an award-winning California-based nonprofit that gives low-income workers the power to create economic prosperity for their families for generations to come. Since 2001, EARN has helped tens of thousands of low-wage families through innovative financial products including matched savings accounts, checking accounts for the unbanked, micro-loans, and money management coaching. EARN evaluates our impact and reports on new data regularly, sharing lessons learned and best practices in order to transform the financial services landscape and to champion effective public policies. For more information about EARN, please visit www.earn.org.

ABOUT THE POSITION

EARN is seeking a talented part-time Database Intern to join our Development Team. Reporting to the Development Associate, the Database Intern will play an instrumental role in building and refining EARN's support base and catalog of donors. Our donor database is the core of our fundraising and communications activities, and it is crucially important for us to maintain data quality, to generate accurate mailing lists, and to take advantage of the latest features of our Salesforce database application.

The Database Intern position is an excellent opportunity for an extremely organized, detail-oriented person who wishes to advance a wonderful organization and to build their resume of relevant work experience. This is a part-time, unpaid internship requiring 8 to 15 hours per week in the office. The internship period runs through the end of August 2010. There is the possibility of renewing the internship for an extended period.

KEY RESPONSIBILITIES

- Enters new people and organizations in Salesforce database and maintains updated contact info for existing contacts, using business cards, online research, returned mail, and other sources of information
- Works closely with Development Associate to generate and customize lists for mass mailings

- Generates and tracks weekly donation acknowledgment mailings
- Uses Excel and advanced Salesforce tools for mass data entry, address cleanup, and removal of duplicate records
- With the Development Team, researches new Salesforce tools and upgrades to improve current reporting, analytic, and data entry functions
- Provides support for mailings and other basic development team functions as needed

QUALIFICATIONS

- B.A. (or equivalent degree) or currently pursuing an undergraduate degree
- Extremely detail-oriented person who loves to cross t's and dot i's
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office (Outlook, Word, Excel) and database experience; Salesforce experience a plus
- Ability to work independently, and in a fast paced, often changing environment
- Strong organizational and coordination and office support skills
- Ability to maintain schedules and timelines
- Enjoys working as part of a team

HOW TO APPLY

Interested candidates should send a resume and a brief statement of interest to intern@earn.org, with subject line "Data Intern."

EARN is an equal opportunity employer, and does not discriminate on the basis of race, gender, national origin, ethnicity, religious affiliation, physical or mental disability, age, medical condition or sexual orientation.