



**Butte Humane Society**

**Data Entry and Donation Processing Intern (*UNPAID*)**

**Position Description**

The Data Entry/Donation Processing intern will be working as part of the Communications and Development (CAD) department and reports directly to the CRM Administrator/GP. Position duties include:

**Duties and Responsibilities:**

- Data entry (Salsa CRM/etc)
- Database Management/Administration (updating Donor Profiles, running reports, etc)
- Processing incoming/outgoing mail and assistance with the production of mailings
- Performing online bank deposits
- Utilizing Google Docs/Sheets and MS Word/Excel
- Assisting staff of the CAD Department as needed
- Attending and aiding at events as needed

**Capabilities:**

- Excellent customer service skills
- Effective written and verbal communication skills
- Proficiency in MS Word and Excel
- Ability to multi-task, prioritize and meet deadlines
- Attention to detail and capability to self-correct
- Ability to work independently and in collaboration with others

**Contact with Others:** Will have contact with the general public in person and over phone or email.

**Working Conditions:** Internship will be primarily in an office environment.

**Additional Position Requirements:**

- **Availability:** 10 hours per week (minimum)  
Generally Monday – Friday between 8:00 am – 5:00 pm.
- **Physical Demands:** Must be able to lift at least 50 lbs and to sit for long periods of time.
- **Other:** A personal laptop is required for this position. Purchase of a Volunteer T-shirt (\$10.00) is required.

**Compensation:** This is an ***unpaid internship***. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship.