



Constituent Record Management / Gift Processing (CRM/GP) Intern (UNPAID)

Position Description

The CRM/GP intern will be working as part of the Communications and Development (CAD) department and reports directly to the CRM Administrator/GP. Some, but not limited, position functions 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.
Availability on April 8th for Bidwell Bark.
- **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.

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.