

Data Management Internship Overview

Position Title: Data Management Intern

Position Summary

The Data Management Intern position offers the opportunity to learn about data collection, outcome analysis, evaluation, presentation and communication of results related to UWYC's key performance indicators and organizational metrics to evaluate performance. The exact position responsibilities and expectations would take the individual's interests & skills into account. This position would work under direct supervision of the Chief Information Officer over a timeline mutually agreed upon by the United Way of York County (ME) and the Intern(s).

- Develop a more informed perspective around the fundraising and investment best practices from a world class charitable organization with 125 years of positive demonstrated societal impact
- Gain skills in donor prospective research, donor market research, CRM software, fundraising strategies such as peer-to-peer campaigns and online giving through MobileCause and PayPal
- Work with community partners to develop outcome measures for emerging programs and initiatives; represent UWYC on appropriate coalitions regarding outcomes and measurement
- Assist in supporting research and development of initiatives & projects designed to offer community level solutions for the service region of York County, Maine.

Expected internship timeline: full-time* 10-12 weeks over summer months (flexible)

Expected practicum timeline: full-time* 6 months in the Fall or Spring semesters (flexible)

***This position is remote/work-from-home for the foreseeable future.**

Knowledge, Skills, Abilities

- Strong commitment to connecting people and resources to improve lives and create stronger communities
- Outstanding skills related to research including qualitative and quantitative analysis

- Working knowledge of Microsoft Office, Word, Excel, Outlook, and Power Point proficient; working knowledge of Microsoft 365 is an asset; working knowledge of CRM software is an asset
- Ability to work in a dynamic environment and be able to manage multiple tasks and responsibilities
- Excellent organizational, interpersonal & communication (oral and written) skill sets
- Intellectual curiosity and a demonstrated ability to work collaboratively

Desired Qualifications

- Demonstrated interest in community development, fundraising and/or project management
- Currently enrolled in a 2/4-year University setting
- Prior experience in the nonprofit sector is valued, but not required
- Prior volunteering experience valued but not required
- Experience with Microsoft 365, SharePoint and database management systems

Application Instructions

To apply, please submit your resume and a cover letter outlining your specific interest in this opportunity to Cliff Oliver, Chief Information Officer via email to coliver@buildcommunity.org with “Applicant Name – Internship” in the subject line. Please specify the length of time and time of year you are interested in working. Resumes will be reviewed as received.

For more information, please visit www.buildcommunity.org.

Code of Ethics Value: Diversity, Inclusion and Respect

United Way of York County is committed to the principle of diversity and respect for others. We value, champion, and embrace diversity in all aspects of our activities and respect others without regard to race, color, religion, national or ethnic origin, age, disability, marital status, veteran status, gender or sexual orientation. We recognize that healthy diversity means diverse points of view and thus listen carefully and value all opinions. UWYC is an equal opportunity employer and we refuse to engage in or tolerate any form of discrimination or harassment of or by United Way of York County employees or volunteers.