



DATA ANALYTICS AND MANAGEMENT INTERNSHIP

Who are we?

Up with People, a 501(c)(3) nonprofit organization, is building a movement and global community of lifelong changemakers, working to advance inclusivity, sustainability, and human rights. Using the arts and dialogue, we want to promote positive change around the world. For 55 years, UWP's programs have provided transformative experiences for more than 22,000 young adults from 138 countries. We are seeking qualified interns to join our team as we officially launch our newly redesigned programs.

Who are you?

You are motivated to do work that matters, and you thrive in a start-up environment. Your originality sets you apart. You can work independently and as a member of a highly diverse and dynamic team. With your resourcefulness and strong attention to detail, you can coordinate multiple projects while maintaining a course towards a long-term vision.

You believe in developing the potential of youth to create positive change in our world. Fluent interpersonal communication is an intentional practice in your life and career. You are knowledgeable about critical conversations in society with the ability to speak intellectually and empathetically about world issues. Bottom line: you care.

What will you do?

We are looking for a Data Analytics and Database Management intern to support The Data Management Team to:

- Collect, arrange, and analyze organizational data used by staff for crucial everyday tasks, functions, and decisions.
- Work with all UWP data management systems (particularly Salesforce and OneDrive) and build processes to ensure accurate constituent data upkeep and sound constituent database management
- Take on data management projects such as duplicate management, form building, data organizing & filtering, to ensure clean data throughout the organization
- Create and prepare compelling reports to be used at all levels.

Must Haves

- Experience using Salesforce as a CRM software
- Knowledge of Microsoft Office
- Creative ability to design simple and user-friendly reports
- Self-motivation and an interest to learn about the strategic uses of data analysis and customer relations management in a global organization like UWP

Great to Haves

- Computer science or data analytics degree (or working towards a degree or certification in this field)
- Experience/interest in Computer Science, Information Management, Data Analytics
- Experience/Interest in shared Document System knowledge
- Experience/interest in social media monitoring and social media analytics
- Experience/interest in web-based management systems and statistical applications.
- WordPress knowledge is an asset

Additional Information

You will be expected to contribute up to 10 hours per week for the duration of your internship, with more hours available when needed (upon approval). We compensate our interns for their contribution to the success of our global organization. The appropriate compensation UWP offers is commensurate with the market and laws of the applicant's place of residence. Compensation will be further discussed in the application and interview process (taking into consideration the local environment and existing requirements). For example: In Colorado, USA, the compensation rate for this internship would range from \$14-\$18 hourly based upon the applicant's relative experience and qualifications.

Application Process and additional information

- Send a copy of Resume/CV and Cover Letter to employment@upwithpeople.org
- Remote interview process

Are you determined to contribute to the mission of Up with People, but are missing some of the above-mentioned requirements? Reach out anyway! Share your background and motivation with us. Our organization is growing, and we are looking for dedicated, enthusiastic teammates.

Up with People is a proud Equal Opportunity Employer