

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

## **Families Forward Intern** **Position Description**

**Job Title:** Data Intern

**Supervisor:** Data Quality Manager

**Time Commitment:** Regularly scheduled hours, approved by the Data Quality Manager, Monday through Thursday between 9:00am-5:00pm and Friday between 9:00am-1:00pm. Minimum of 10 hours per week. Scheduling is very flexible.

### **Purpose/Objective/Job Summary:**

Families Forward is seeking a Data Intern who will support the data department. They will assist with data entry, compliance, and much more.

### **Key Responsibilities and Duties:**

- Help to support the Data Quality Manager and Data Entry Clerk with various data projects to support the programs of Families Forward.
- Assist, if needed, with administrative tasks including filing, making copies, etc.
- Keep supervisor informed of tasks, activities, and issues.
- Assist with special projects as needed.
- Must comply with *Volunteer Code of Ethics & Confidentiality Agreement*.
- Promotes best interest of organization, supports, and reflects the mission and values of organization.

### **Qualifications:**

- Must be 18+ years old.
- Computer skills required.
- Requires excellent attention to detail, excellent verbal and communication skills, problem solving skills, and organizational skills.
- Must be able to work during normal business hours, Monday - Thursday 9:00am – 5:00pm and Friday 9:00am – 1:00pm.
- Ability to sit and be on computer for long periods of time.

### **Training and Support Provided:**

Individuals interested in this position must attend a mandatory New Intern Orientation, brief training with the Volunteer Manager at front desk and in food pantry, extensive training with data team, and on-going trainings as needed.

### **Benefits:**

Individuals interested in this internship opportunity will have a chance to make a difference and give back to the community in a very impactful way. Individuals will be supporting our organization from behind the scenes and will see the impact the organization makes in the community. Interns will be a part of a welcoming and friendly environment here at Families Forward.

**If you have any questions or are interested in applying, please send resume and cover letter to Marissa Hall, Volunteer Manager at [mhall@families-forward.org](mailto:mhall@families-forward.org).**