

Position: Database Assistant Intern

Term: Summer 2011

Hours: Part-time

Salary: Unpaid

Description:

The candidate must be able to handle an extremely fast-paced office production environment and be able to take on more than one project at a time. The candidate will work collaboratively with members of our production, marketing, development, education and IT departments. The candidate must also be able to follow-through and report on all assigned projects.

Projects include but are not limited to:

- Creating, modifying and verifying records in flat spreadsheets (Excel) and relational databases (Filemaker Pro and Raiser's Edge)
- Gathering archival data for radio show and television episode tapings for data entry
- Maintaining detailed and accurate work logs charting progress so that others can collaborate with you
- Producing database queries and reports
- Assisting all departments with other short-term administrative projects as necessary
- Reporting progress and communicating challenges, discoveries and concerns

Requirements:

- Experience with databases such as Filemaker Pro and Raiser's Edge.
- Excellent computer skills
- Excellent communicative skills
- Excellent time management and organizational skills
- Work independently
- Great attention to detail

This is a part-time internship; **between 10-20 hours per week required.**

Send resume and cover letter to jobs@fromthetop.org.

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