ICFJ has an opportunity for an intern to help manage data related to our global network of journalists and the programs ICFJ runs to support their work and professional development. The Intern will work with program staff, the Database Management Analyst, and outside consultants to improve the quality and consistency of the data in our SalesForce database and implement new processes and tools for collecting and managing data about program participants.

The intern may also be asked to generate reports and data visualizations to support the work of ICFJ Communications and Programs staff.

This is a three-month remote position.

Responsibilities:

- Collect requirements and build prototypes for program data collection and management processes, working with ICFJ staff and external consultants
- Support efforts to remove duplicate data from SalesForce program databases
- Create data reports and visualizations to support Programs and Communications activities, using data from SalesForce and other sources
- Prepare data for computer entry by compiling and sorting information
- Maintains database by entering new and updated contact and account information

Selection Criteria:

- Familiarity with databases and data management. SalesForce CRM experience is a plus
- Attention to detail
- Proficiency in MS Office (especially MS Word and MS Excel)
- Strong analytical skills
- Demonstrated experience working in a professional office environment
- Ability to process, organize and manage information
- Excellent writing and communication skills (English)
- Proficiency in a foreign language is a plus
- Experience working in an international location or with a diverse, international population is a plus.

How to apply:

Applications will be reviewed on a rolling basis. Applicants should submit a resume and cover letter here Only complete applications will be considered

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.