Internship Role Description
for Eleven+ Scholar Applicants

Name of Hosting Organization:

Engage! Cleveland

Internship Role Title:

Data Management Intern

Industry Classification

Nonprofit

Internship Category

Data Management

Number of roles available:

1

Available to (select any that may apply)

College Student

Work Location (select any that may apply)

Flexible/hybrid- The role can be a combination of virtual and in-person-(Must be able to come into office location on agreed upon days)

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

Yes, the work location is accessible by public transportation (Bus/Train)

Mission of Hosting Organization

Our mission is to attract, engage, and retain emerging, diverse talent to Greater Cleveland.

How does this internship role support the mission/purpose of the organization

Success at the end of the Data Management Internship would be reflected in the intern's ability to efficiently transfer data into the CRM system, ensuring that all information is accurately entered and the CRM database is well-organized and error-free. The intern would also demonstrate strong time management and organizational skills by completing tasks on time and ensuring that data is structured for easy access. Working independently, the intern would take initiative and proactively solve any problems that arise. Effective communication with supervisors and team members would be key, with regular updates and collaboration to support the overall success of the team.

Additionally, the intern would develop technical proficiency in CRM systems and Microsoft Office, improving their data management skills over the course of the internship. They would gain confidence in handling data tasks and a deeper understanding of how data management supports nonprofit operations. Positive feedback from supervisors and colleagues would indicate their contributions were valuable. The intern's work would have a measurable impact on Engage! Cleveland's operations, with accurate and up-to-date data that supports decision-making and long-term organizational goals. Finally, the intern would provide a clear report summarizing their work and ensure a smooth handover of data management tasks for future use.

What functions within the organization will the intern be working with? For example, this role

will work with Staff Counselor, Finance Staff, and Operations Team

Development Manager

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

Yes

Anticipated Start Date	Monday, June 2, 2025
Anticipated End Date	Wednesday, August 20, 2025
Total Number of Weeks for the internship:	10
Total Number of hours per week the intern is expected to work:	8
Workday starts at: (start time or flexible)	8:30am (flexible)
Workday ends at: (start time or flexible)	5:00pm (flexible)

Host Organizations website:

https://engagecleveland.org/

Hiring Contact Name	Ashley Basile Oeken
Hiring Contact Email	ashley@engagecleveland.org
Mentor Name	Development Manager
Mentor Email	info@engagecleveland.org

Internship Summary

Engage! Cleveland is a community engagement organization dedicated to attracting, engaging, and retaining diverse, emerging talent in Greater Cleveland. The organization focuses on fostering a strong network of young professionals and emerging leaders to enhance the vitality of Cleveland and its surrounding communities.

The Data Management Intern will work in a hybrid environment. The primary responsibilities include inputting historical data from old spreadsheets into a CRM system and updating both spreadsheets and the CRM to ensure that all data is accurately transferred and maintained.

Essential Responsibilities of this role?

Duties
The successful applicant will:
- Input information from old spreadsheets into a CRM (customer relationship management) system.
- Update spreadsheets and the CRM system to ensure all historical data has been transferred.

Skill Development Opportunities

Communication Skills   Problem Solving Skills

Interpersonal Skills   Teamwork

Time Management   Creativity   Adaptability

Work Ethic

Knowledge and skills required for this role

Qualifications
The successful applicant must:
- Be in the process of earning a Bachelor's or advanced degree, preferably in IT, data management, business or a related field
- Possess strong written and oral communication skills
- Knowledge of Microsoft Office and CRM systems helpful
- Possess outstanding time management and organizational skills and a great attention to detail
- Demonstrate the ability to work independently
- Experience with nonprofits is helpful

What does success look like for the intern at the end of the summer

Success for Data Management Internship would be reflected in the intern's ability to efficiently transfer data into the CRM system, ensuring that all information is accurately entered and the CRM database is well-organized and error-free. The intern would also demonstrate strong time management and organizational skills by completing tasks on time and ensuring that data is structured for easy access. Working independently, the intern would take initiative and proactively solve any problems that arise. Effective communication with supervisors and team members would be key, with regular updates and collaboration to support the overall success of the team.

Additionally, the intern would develop technical proficiency in CRM systems and Microsoft Office, improving their data management skills over the course of the internship. They would gain confidence in handling data tasks and a deeper understanding of how data management supports nonprofit operations. The intern's work would have a measurable impact on Engage! Cleveland's operations, with accurate and up-to-date data that supports decision-making and long-term organizational goals. Finally, the intern would provide a clear report summarizing their work and ensure a smooth handover of data management tasks for future use.

Prepared by: Megan Turek

Date   Friday, December 20, 2024