



**BOYS & GIRLS CLUBS
OF GREATER MEMPHIS**

Title:	Data Entry & Visualization Intern
Department:	Outcome Measurement & Development
Supervisor:	Data Coordinator, Director of Grants & Outcome Measurement
Time Commitment:	10-20 hours for at least one semester

Position Description: In January of 2022, BGCM received a grant from the City of Memphis to open ten new Club sites across Shelby County Schools with a key focus on workforce development and post-secondary preparation. The Data Entry & Visualization Intern will assist any data entry, reporting, and visualizations with these ten new Club sites.

The Data Entry & Visualization Intern will be responsible for:

1. Creating easily digestible and shareable reports covering data points including but not limited to: average daily attendance, programmatic data, and missing data.
2. Communicating any discrepancies or noteworthy findings in the database system to the Development Team.
3. Complete data entry in multiple databases as needed connected to our Club sites, donors, grants, and sponsors.
4. Develop visualizations to capture the current data points for the ten new Club sites and development trends.
5. Working with the Development Team on other projects, such as events, donor stewardship, and other possible initiatives.

Qualifications:

- Enrolled at an accredited college or university in a relevant field.
- Must be a quick learner with new systems.
- Must have exceptional verbal, interpersonal, and written communication skills.
- Must be familiar with Microsoft Office and Google Workspace.
- Organizational skills to handle multiple projects, attention to detail, and the ability to prioritize in a changing environment.
- Proactive problem prevention and resolution.
- Ability to work independently as well as collaboratively as part of a team.
- Reliable transportation to the central office and BGCM Club sites.

Application Instructions:

Interested applicants should send a cover letter indicating why they are interested in completing their internship with BGCM, their past experience in work relevant to the internship, and how their schooling experience has prepared them for this type of internship. Also required in application submission are a resume and three professional references. For more information or to submit questions, please contact Katie Sweeney at katies@bgcm.org.

