JOB POSTING: DATA MANAGEMENT INTERN

Potomac Conservancy is seeking a creative self-starter to lead a data management project this summer.

Who we are: Founded in 1993, Potomac Conservancy believes the foundation of healthy, vibrant, and resilient communities starts with clean water. As the region’s leading clean water advocate, we shape the broader effort to ensure the Potomac River boasts clean drinking water, healthy lands, and connected communities. You will be joining a small but growing team who work every day to fight for clean water through building a local inclusive movement of impassioned river advocates.

Data Management Intern:
Summer Data Management Intern is responsible for across department database management, import and export data over multiple data platforms including our CRM system and google drive, and support Community Conservation program. Other duties include supporting our Development and Communication department with other data and social media related tasks.

Specific Duties
Data management through EveryAction (50%)
- Identify where data was disorganized and used incorrectly
- Track volunteer activities and advocacy engagement in our CRM system, EveryAction.
- Apply specific codes and status to past volunteer engagement activities
- Transfer past data from volunteer Leadership Team google drive folder to Volunteer tracking excel sheet

Manage and Transfer Social media Content across multiple online platforms (30%)
- Transfer starred photos and video from Google drive to flickr
- Create hero image poster for our targeted email and event posting using Canva account

Create and manage our online event posting through Eventbrite, Every action, and website
Additional duties (20%)
- Maintain active public event calendar promoting event
- Assist department leads in setting strategic direction for volunteer teams
- Help lead our summer recreational Happy Hour Paddles event.
- Assist with our annual summer Volunteer Leadership Team gathering, planning, and reservations

Location, Schedule, and Travel: Our team is currently working remotely due to the COVID-19 pandemic and is creating our guidelines about hybrid remote and office work moving forward. This position will work mostly with Community Conservation Manager and sometimes with other department leads. The intern will report to Community Conservation Manager and will be completing most of the training and tasks remotely. This position will require some evening and weekend work but will offer flexibility to maintain a healthy work life balance. Some daytime travel around the Potomac watershed is required.
Target Start Date: June 17, 2022
Targeted End Date: August 26, 2022

Salary: $15 per hour

Conditions of Employment require demonstration of up-to-date vaccination status* (as defined by the CDC) for COVID-19 with a Food and Drug Administration (FDA) authorized or FDA-approved COVID-19 vaccine OR Receive from Potomac Conservancy a reasonable accommodation granting an exemption from vaccine requirements based on a medical disability or because of a sincerely held religious belief. Additional information and instructions regarding how to request reasonable accommodation can be provided.

How to Apply: Please send a resume and cover letter to Weyessa McAlister at mcalister@potomac.org with Summer Data Management Intern in the subject line. We are looking to hire the best fit for this position as soon as possible. Interviews and hiring will be conducted on a rolling basis, but we will stop accepting resumes on June 3rd. Any follow-up on your application may be conducted via email. No phone calls please.

We recognize the environmental movement has not been an inclusive one and has a history of excluding historically discriminated communities — including Black, Indigenous, and People of Color (BIPOC), people from working class backgrounds, women, and LGBTQ+ people. We believe that these communities must be centered in the work we do. Because of this, we strongly encourage applications from people with these identities or who are members of other communities that have been historically less included in the environmental movement.