

Data/Salesforce Intern

Folk Alliance International is pleased to provide paid internship opportunities as on-the-job training, course-related practical experience, and professional development for students interested in the music industry, folk music community, event planning, and arts administration.

This is a 20-hour a week internship. We are looking for interns to be available July 2019 through January 2020, but are flexible with the start date (if you aren't available until the fall semester, we can work with your schedule). We also expect our interns to travel with us to New Orleans for our annual conference in January (travel and lodging will be provided).

This position will report directly to the Membership & Technology Manager.

Responsibilities:

- Manage time for tasks and projects
- Import and Export of data
- Running reports for staff
- Managing data for registrations for the upcoming conference
- Salesforce administration assistance, Opportunity clean up and tracking
- Compile data for Salesforce

Qualifications:

- Interest in learning Salesforce and other data management software
- Going into, currently studying or recently graduated college student in Information Technology, Database Administration, Non-Profit Management preferred
- Previous internship experience and/or relevant coursework preferred
- Microsoft Office Suite proficiency

To be eligible interns must:

- Be a highschool senior, current undergraduate or graduate student
- Be able to work for the entire length of the internship
- Have strong communication skills (phone/email/in-person)
- Have an ability to work in a fast-paced environment
- Hold a passion for the music and/or interest in working in the arts management/music field
- Have strong computer skills
- Be detail oriented

What's in it for you:

- Gain valuable experience working on non-profit management technologies
- Innovation is encouraged
- The opportunity to make connections in a growing sector of the music industry

To apply, please fill out an application [here](#).