

## **SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY**

### **Database Assistant Internship Climate Solutions**

#### **SUMMARY:**

Climate Solutions is a \$1.6 million/year and growing operation with offices in Olympia, Seattle, and Montana. Climate Solutions' mission is to accelerate practical and profitable solutions to global warming by galvanizing leadership, growing investment and bridging divides in the Pacific Northwest. Since our founding in 1998, Climate Solutions has emerged as one of the most effective, accomplished climate groups in the nation. In partnerships with an extraordinarily wide array of business, farm, government, and civic interests, Climate Solutions is building a new, sustainable prosperity in the region. And we aim to do it in ways that build the technologies, policies, and enterprises that can deliver climate solutions to the world. For more information about Climate Solutions, visit [www.climatesolutions.org](http://www.climatesolutions.org).

Climate Solutions seeks an intern to assist with data management, including the review, correction and entry of contact data into the Climate Solutions database hosted by Salesforce.

This work is supervised by Director of Administration and Finance and is located in Seattle and can be done remotely.

#### **SCOPE OF WORK:**

1. Enter contacts into the Salesforce database.
2. Using Excel, review corrupted data for obvious trouble-spots. Work with program staff to get corrections and make adjustments in the Salesforce database.
3. Run duplicate reports from Salesforce and make the necessary corrections.
4. Keep all information and records confidential.
5. Possible other duties

#### **DESIRED SKILLS AND KNOWLEDGE:**

- Strong Microsoft Excel skills.
- Fast, efficient data entry skills.
- Experience working with a data base interface. Experience with Salesforce preferred.
- Ability to clearly and concisely communicate with employees in different roles and with varying skill-sets.
- Strong attention to detail.
- Exceptional written and verbal skills
- Strong commitment to the mission and vision of Climate Solutions
- Ability to operate desktop computer, including word processing, spreadsheet, database, and specialized software applications, in a network environment