

## Job Description

### Salesforce Database Management Intern

### Summer 2022

## WHO WE ARE

Third Sector is a national nonprofit technical assistance organization that advises our government agencies on the best ways to reshape their policies, systems, and services toward better outcomes for all people no matter their race, background, and circumstances. Founded in 2011, Third Sector is a 501(c)3 organization that has worked with more than 40 communities to deploy more than \$1.2 billion of government resources towards outcomes. Third Sector's consulting engagements help government agencies to:

- better use data to understand the impact of their programs,
- improve the way they contract for services,
- allocate resources to support underserved populations, and
- collaborate with community stakeholders and partner agencies to improve services.

Third Sector strives to co-create projects with our partners, understand root causes of inequity, implement data-driven and community-driven solutions, and to set up sustainable systems for continuous improvement to ensure that governments can do this work with their partners after their engagement with Third Sector ends.

Our team of more than 40 employees is united by our mission and our commitment to becoming an anti-racist organization. We have been working to acknowledge, understand, and dismantle the white dominant structures we uphold internally and with our partners. We are identifying and implementing strategies to change our organizational culture and external relationships, including creating space for both multi-racial and affinity-based conversations about our journey and the work ahead.

## THE ROLE

We are seeking an entrepreneurial and flexible individual that thrives in a dynamic work environment to join our Partnerships & Business Development (BD) team to assist in completing a data review and update of our Salesforce contacts, accounts, and opportunities. This team member will report directly to the Manager of Federal Business Development. Responsibilities include but are not limited to:

- Conducting an audit of Salesforce data to verify the accuracy and validity of information
- Cleaning Salesforce contacts, accounts, and opportunities to ensure:
  1. entries are current and accurate;
  2. outdated entries are deleted; and
  3. new entries are created in partnership with the BD team
- Supporting the development of Salesforce data maintenance guidance

- Assisting in the reorganization of our internal Google Drive business development folder and documents/resources

## EXPERIENCE

We are seeking candidates with the following skills and qualifications:

- Earned an undergraduate degree
- Proficiency in Salesforce data management
- Proficiency with Microsoft Office suite and/or the Google suite (Drive, Docs)
- Experience working on collaborative teams
- A desire to improve and develop professionally, and a commitment to giving and receiving honest and constructive individual and group feedback
- Excellent organizational and time management skills
- Ability to think critically and work independently
- Able to bring rigorous attention to detail and high-quality standards to their work
- Committed to advancing diversity, equity, and inclusion in the workplace

## APPLICATION PROCESS & ROLE DETAILS

To apply for this position, please [complete this form](https://forms.gle/7N2ogrhsMX2CT1Az7) (<https://forms.gle/7N2ogrhsMX2CT1Az7>) and include your resume/CV. Applications will be accepted on a rolling basis until **June 30, 2022**. Please reach out to our team if there are any accommodations you might need when applying or if asked to be interviewed. Questions about the role or interview process can be directed to Joanna Williams at [jwilliams@thirdsectorcap.org](mailto:jwilliams@thirdsectorcap.org).

**HOURS AND PAY RATE.** It is expected that the Salesforce Database Management Intern will work 30-40 hours per week. The FLSA status for this position is non-exempt with a pay rate of \$29/hour (\$30/hour if the candidate has earned a graduate degree).

**LOCATION.** We welcome applicants from anywhere in the contiguous United States except Alaska. This position is fully remote.

**START DATE.** The intended start date for this position is July 18, 2022. The length of this internship is estimated to be 10 weeks.

*At Third Sector, we value diversity, equity, and inclusion. We believe that diversity leads to better solutions for the difficult social challenges we tackle, for the clients we serve, and for the communities we impact. We are committed to providing equal opportunities and approach recruitment in an impartial manner, without regard to an individual's race, ethnicity, color, religion, gender, gender identity, sexual orientation, national origin, disability status, income status or any other characteristic protected by law.*