



EarthShare of Georgia Technology Internship Description

June 1-August 31, 2017 (start and end dates may be flexible)

EarthShare of Georgia connects people to trusted nonprofit organizations dedicated to conserving and protecting our air, land and water. For further information go to: www.earthsharega.org.

The intern will assist with the transition of EarthShare of Georgia's current technology database to the Microsoft Office Cloud and Salesforce. One of the major projects during this period will also be to assist with the implementation of an upgraded Green Jobs page on EarthShare of Georgia's website. EarthShare of Georgia is working to connect future leaders to our corporate partners and would like the Green Jobs page to be the hub of this connection in addition to providing other networking opportunities. Our website is hosted on WordPress so experience with WordPress is recommended but not a requirement.

Internship Benefits:

- Work with a leading non-profit organization that helps support more than 70 environmental and conservation organizations through employee-giving programs training.
- Learn about Georgia's environmental issues and the work of organizations dedicated to improving our air, land and water.
- Develop important non-profit administrative, project coordination, and CRM skills.
- Meet representatives of leading environmental and conservation organizations for future career opportunities.

Internship Duties:

Assist with all aspects of revamping EarthShare of Georgia's technology including brainstorming ideas for green jobs page, developing green jobs page, assisting with website updates, campaign data entry into Salesforce, transcribing data onto Microsoft Office Cloud, sending campaign gift acknowledgements and updating the donor database, answering phone and email inquiries about EarthShare of Georgia, handling general filing and office support as needed.

Requirements:

- 1) Strong written, oral communication and organizational skills.
- 2) Computer program literacy with Microsoft Office (Excel, Word, PowerPoint, Office 365)
- 3) Basic understanding of programming, databases, networks (Salesforce, WordPress, etc.) recommended but not required
- 4) Outgoing and friendly personality
- 5) Reliability, honesty and integrity.
- 6) Willingness to assist others and work as a team
- 7) Available transportation for commuting to downtown Atlanta office and local events
- 8) Minimum Education: Full-time or part-time student at an accredited college or university pursuing MIS, IT or non-profit administration degree.

Students can receive course credit for this internship in accordance with their college or university requirements.

Hours:

Preferred days and hours: Tuesdays, Wednesdays and/or Thursdays, 10 am-4 pm, Jun 1 – August 31, 2017 for approximately 200 hours, some hours off-site. This is the general schedule, with some variation depending on special EarthShare of Georgia events or projects. Send cover letter, resume and three references to Madeline Reamy, Executive Director, Madeline@earthsharega.org or call 404-873-3173. www.earthsharega.org