



Rotary Charities of Traverse City

Communications and Data Management Intern

Position Description

Since 1977, Rotary Charities has provided resources and leadership to improve the quality of life in our 5-county region in northwest lower Michigan. In 2018, we made significant shifts in our strategy, operations, and culture all aimed at having more durable, lasting, and broad impact. We envision communities that are adaptive and thriving for everyone. To do this, we work in partnership with changemakers by providing innovative funding, learning, and connections to address the root causes of our region's complex problems and create community assets for all. We provide about \$1.5-\$2 million in grants and impact investments annually and reach nearly 500 changemakers with unique learning and coaching experiences focused on adaptive leadership, collaboration, and systems change.

Our organizational culture centers on trusting relationships, humble learning, and leveraging all forms of our capital. We strive to embody these principles in all we do and help support others in doing the same.

Position Title: Communications & Data Intern

Status: Part-time (15 hours/week, approx. June-August 2024)

Internship Overview

The position includes access to a computer, shared working space, and a weekly stipend of \$375.

Responsibilities

Communications Research and Support:

- Conduct research and compile a report on relevant websites to identify best practices and features.
- Attend and support Rotary Charities community events.

Job Board Data Analysis:

- Compile and analyze data from Rotary Charities' Job Opportunities board to identify trends.
- Research relevant job board platforms, identifying best practices and comparing features, pricing, and user experiences to inform decision-making.

Support Regional Networks and Collaborations:

- Identify regional networks and partnerships relevant to our mission and goals.
- Compile a list of contacts within these networks and collaborate with team members to explore potential collaborations.

(Last updated on 3/6/2024)

**Salesforce Data Clean-up:**

- Support a comprehensive clean-up of Salesforce data, focusing on accuracy and completeness.
- Identify organizations not currently reached in the five-county region and update contact information as needed.

Rotary Charities Organizational Culture

- Actively engage as a learner to develop personal understanding and competencies that will help Rotary Charities achieve its mission and continue to evolve.
- Show care for fellow staff members, board members, and changemakers—offering to help when someone is in need and openly sharing appreciation.
- Respect the difficult and amazing work of our nonprofit colleagues.
- Work actively as an ally to others, promote justice, equity, diversity and inclusion.
- Maintain a confidential stance regarding foundation and grantee activities.
- Attend conferences, workshops, and meetings as developed in the annual learning plan.

Qualifications & Experience

- Currently enrolled in a post-secondary program, preferably in a relevant field such as nonprofit management, business administration, communications, or information management.
- Strong analytical and research skills.
- Familiarity with data management tools such as Salesforce.
- Excellent communication and organizational skills.
- Detail-oriented, self-starter with the ability to multi-task and meet deadlines; seeks to understand the “big picture” of philanthropy’s role in community change work.