



535 16th Street, Suite 605
Denver, CO 80202 USA

Build Disaster-Resistant Buildings
Change Construction Practice Permanently

WORK FOR AN AWARD-WINNING NON-PROFIT SOCIAL ENTERPRISE

Position Title: Database and Administrative Intern
Industry: Non-profit/International Development
Function: Fund Development and Administration
Employer: Build Change
Location: Denver
Start Date: Immediate
Terms: 8-10 week Internship; no compensation

ORGANIZATION DESCRIPTION

Founded in 2004, Build Change is a non-profit social enterprise whose mission is to save lives in earthquakes and hurricanes. Build Change designs safe buildings, trains homeowners, builders, engineers and government officials to build them, works with governments to develop and implement building standards, partners with the private sector to improve building materials quality and create jobs, and facilitates access to incentive-based capital for reconstruction and retrofitting by partnering with financing institutions and government subsidy programs. Build Change started its work in Aceh, Indonesia, after the 2004 earthquake and tsunami, and has since expanded to include programs in China, Haiti, Colombia, Guatemala, Nepal, and the Philippines. Build Change has trained more than 27,000 people on earthquake-resistant design and construction techniques, and has provided technical assistance for more than 51,000 safer homes, impacting an estimated 257,000 people.

POSITION DESCRIPTION

For the position of Database and Administrative Intern, Build Change is seeking a motivated individual who is passionate about leveraging data and organization to contribute to a safer world. The ideal candidate will have strong organizational skills, an attention to detail, experience living or working in an emerging nation, proficient computer skills, and a professional but friendly demeanor.

We foresee the person in this position will achieve the following Learning Objectives:

- Learn about the work of international humanitarian and development organizations
- Further understanding of how an international organization operates, particularly in fund and partnership development
- Expand knowledge by working in collaborative working environment
- Gain experience with various CRM platforms, including Salesforce
- Hands-on training in web management
- Strategic thinking for long-term organizational development

This internship is unpaid, however we provide the following:

- Flexible schedule, especially for students actively attending classes
- Hands-on training contributing to opportunities in increasingly popular career paths
- Downtown office with many restaurant and commute options
- Opportunities to contribute to high-level strategic decisions alongside senior management
- Ability to create career- or major-specific goals tailored to your interests and professional targets

- Continuous learning opportunities in the fields of international development, humanitarian assistance, and disaster risk reduction/relief from program staff across 5 countries

This position reports to the Marketing & Development Officer, with frequent interaction with Build Change headquarters staff.

Responsibilities:

Responsibilities will vary based on start date and current needs of Build Change. Likely responsibilities include:

- Support the Fund Development team in updating records and notes in Salesforce and other databases
- Ensuring donor records are accurate and the database is easy to use for all staff across 6 global offices
 - Recommend alterations to records to improve database
 - Maintain and update internal manual for Salesforce use
- Ensure donation records are up-to-date
- Create groups and other lists in Salsa database to improve email/mail segmentation

Qualifications:

- Undergraduate or graduate student studying one of the following:
 - Information Technology
 - Database Management
 - Statistics
 - Nonprofit Management
 - Social Enterprise Development
 - Business
 - Corporate Social Responsibility
 - International Development/Relations/Studies
 - Similar related fields
- Able to commit to a minimum of 10 hours/week at the Build Change HQ in Denver, CO for 8-10 weeks
- Passion for international non-profit work and an understanding of Build Change's mission
- Proficiency in Microsoft Office suite, particularly Excel
- Professional demeanor in person and in writing
- Able to prioritize consistently changing workload
- Strong attention to detail
- Ability and enthusiasm for learning independently, and quickly
- Keen ability to analyze and synthesize data
- Experience with HTML, Wordpress, or website management a plus, but not required
- Experience with donor databases and/or Salesforce a plus, but not required
- Experience living or working in an emerging nation a plus, but not required

To Apply:



BUILD CHANGE

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Please answer these questions in no more than 250 words and submit your resume to Kyla Gallagher at Kyla@buildchange.org

1. Why do you want to intern at Build Change?
2. What makes you the best candidate for this internship opportunity?
3. How will this internship support your long-term career goals?
4. Describe a personal achievement, not from your academic work, outlining what it involved and how you benefited from it.