

Planned Parenthood Maine Action Fund is the nonpartisan, not-for-profit statewide advocacy and political arm of Planned Parenthood of Northern New England. The Action Fund engages in educational and electoral activity, including legislative advocacy, voter education, and grassroots organizing. The PPMEAF has thousands of activists, supporters, and donors across northern New England. Our action network helps pass and defeat legislation, elect public officials, and influence the political climate in northern New England.

Data Specialist Intern

Portland, ME

Summer 2019

**Planned Parenthood Maine Action Fund** is offering **one part-time, unpaid (can be used for course credit) Data Specialist Internship** out of our **Portland, ME** administrative office. Intern will learn how to effectively capture, maintain and report crucial data illustrating supporter activity within the Voter Activation Network (VAN): Planned Parenthood’s national online supporter database. After learning how to use the database, intern will have an opportunity to propose new systems and strategies in improving date management efficiency. This internship is a great opportunity for individuals wanting school-to-work experience in database administration or an opportunity in to learn in a non-profit situation how to analyze data and make systems work.

CHARACTERISTIC RESPONSIBILITIES:

* Train under daily supervision of the Data Manager
* Assist with administration of national online supporter database.
* Propose procedures and tools in increasing data management efficiency.
* The position requires a special combination of critical, technical, analytic and creative thinking. It is important that you come with a core set of basic technical and critical thinking skills as well as a strong desire to learn any new skills required to accomplish the tasks.

QUALIFICATIONS:

* Strong desire to learn new skills
* Reliable and self-motivated
* Technical and critical thinking skills
* Detailed Oriented
* Competency with Microsoft Excel mandatory
* Ability to use computer and office equipment
* Excellent project management and organizational skills
* Ability to work professionally in an office environment and as a team
* Ability to sit for long durations when needed
* Flexibility, initiative and creative thinking required
* Must be able to travel to PPNNE’s Portland office located on 443 Congress Street

**Intern is required to commit to an average of 10-15 hours per week.** To apply, please send a resume and cover letter to Jessica Milinichik, grassrootsme@ppnne.org