



Stanford PACS

Center on Philanthropy
and Civil Society

Internship Opportunity

Intern, Database and Systems Management at Stanford PACS

The Stanford Center on Philanthropy and Civil Society (Stanford PACS) is hiring a student intern as a Database and Systems Management Intern starting immediately for spring quarter and summer 2018, with option to extend through academic year 2018-2019.

Internship Description:

The Database and Systems Management Intern will play an important role in supporting Stanford PACS' External Relations Team, with an emphasis on database updates, data analysis, and solutions. The work will contribute massively to segmentation and targeted-marketing efforts that the Center plans to embark upon. The end projects will inform further marketing strategy and be scaled to e-newsletter, events, and social media initiatives. Beyond these projects and if interested, there will be opportunities for data analysis and A/B testing.

Core Responsibilities:

- Develop knowledge of database platforms: Salesforce, Mailchimp, Wordpress, Eventbrite, and social media
- Manage, update, tag, and cleanse audience records
- Segment populations to support targeted marketing outreach
- Investigate and propose operational enhancements based upon database records
- Contribute to audience analysis efforts and resulting communication strategies

Qualifications:

- Proactive and effective communication skills
- Meticulous and thoughtful organizational skills
- Extreme attention to detail
- Ability to dive into data and update records accurately
- Commitment to follow through with responsibilities

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Pay rate: \$14-16/hour

Hours: 8-10 hours per week, flexible

Location: If remote, via Skype or Google Hangouts, if on-campus, Stanford Law School, 559 Nathan Abbott Way, Stanford

How to apply:

Please submit your resume with a brief description of your interest and experience to [Danielle Carattini dcaratti@stanford.edu](mailto:dcaratti@stanford.edu)

About Stanford PACS:

Stanford PACS is an interdisciplinary research center in the school of Humanities and Sciences. Stanford PACS develops and shares knowledge to improve philanthropy, strengthen civil society and effect social change. We bring together Stanford faculty, visiting scholars, postdoctoral scholars, graduate and undergraduate students, and nonprofit and foundation practitioners. As publisher of *Stanford Social Innovation Review (SSIR)*, we inform policy and social innovation, philanthropic investment and nonprofit practice.

Our student interns are passionate about social impact, philanthropy, and developments in civil society. They learn how to facilitate the workings of a multi-faceted research center, take ownership over individual projects, and contribute to a fast-paced, small team with a high standard of excellence. If this describes you, we urge you to apply!