

## **The Source of Hope Internship Program - Data Entry Intern**

The Source of Hope is a nonprofit organization dedicated to providing hope, education, health and wellness to individuals in need. Education for Hope is a program that helps provide education and employment-related resources and opportunities to aspiring students of all ages and all backgrounds.

The Source of Hope Internship Program was created to provide meaningful experiences for students in the nonprofit realm. Each position is specially designed to allow students interested in that particular area to gain valuable real-world experience and first-hand experience in the working world.

### **Overview**

Data Entry Intern is an entry-level semi-remote hybrid unpaid internship position that is in charge of compiling and entering data of all kinds. Tracking and analyzing data trends to ensure activity and success of specific projects. Filing and organizing files and data to be used for reports and tracking of all kinds. This is a great opportunity to gain experience in mass data entry and tracking in the nonprofit field. Great for those interested in information processing and data trend analysis.

### **Location**

Kitchen: Cornerstone Kitchen, 2815 S Ervay St Dallas, TX 75215

Clinic/Office: The Source of Hope Wellness for Hope Clinic, 1108 W Parker Rd, Ste #102 Plano, TX 75075

The intern will visit at least once a week the clinic/office to meet and complete specific tasks pertaining to their position.

All other tasks can be completed at a remote location of their choosing.

This is an unpaid internship but all interns are required to complete a minimum of 6 hours per week and properly record their hours in the hours log sheet provided. Interns may use this internship to reach academic credit and should contact both their academic advisor and The Source of Hope to ensure specific academic requirements are met.

### **Qualifications**

The intern should have:

- Proficiency in typing (a minimum of 70 wpm -words per minute)
- Excellent communication skills both written and verbal
- Be comfortable with repetitive and mundane tasks
- Able to work and communicate effectively with many different types of people
- Can work under pressure, flexible and detail-oriented
- Tech-savvy, creative, critical thinker, problem solver
- Must be responsive, organized, and reliable
- Proven ability to work both independently and in a collaborative environment

- Able to work and learn with practitioners
- Have strong mental fortitude
- Able to manage multiple projects and tasks simultaneously

### **Experience**

The intern must be:

- Either in highschool or be interested in higher education or equivalent
- Interested or have experience in Data Entry or Information Processing
- Skilled in typing, word processing, and spreadsheet manipulation

### **Responsibilities**

The intern is responsible for, but not limited to the following:

- Checking and updating current data for all volunteers and members
- Inputting information to Salesforce
- Contacting and managing the accuracy of information of volunteers in Salesforce
- Compiling and managing emails and other forms of data for mass communication such as text messaging or electronic newsletters
- Communicating and checking with all volunteers listed in the database to ensure the accuracy of data
- Collect and compile new data and information from TSOH events
- Create and manage surveys to collect different forms of data
- Track and analyze data to highlight success and problem areas of projects and programs
- Work with TSOH to increase the efficiency of data collection
- Collect and research ways to increase and incentivize better data collection
- Monitoring and responding to volunteer feedback, comments, and social media posts
- Filing and compiling data

All interns are expected to attend and schedule biweekly meetings with their assigned supervisor and attend all monthly meetings and present a report of their progress.

### **Expectations**

The Source of Hope expects all interns to properly and completely finish all tasks assigned by the date due. The Source of Hope strongly encourages cooperation and communication amongst interns and any action taken to disrupt the environment will be taken seriously. The Source of Hope accepts and respects all aspiring students of all backgrounds and will not tolerate any discrimination nor harassment towards any and all members of TSOH, whether family or volunteers.

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Any inquiries or questions relating to TSOH Internship Program should be directed to

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or

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[www.thesourceofhope.org](http://www.thesourceofhope.org)

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The Source of Hope

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