



## Summer Intern (paid)

Reporting to the Leadership Columbus Program & Marketing Manager, this 10-week, paid internship will be instrumental in building organizational capacity and creating internal infrastructure around data management for a rapidly-growing community leadership organization. This internship lasts from Monday, June 6 through Friday, August 12 (start and end dates flexible). Days and hours of work are Monday through Friday with flexible hours (10 hours per week) based on a mutually agreed upon schedule. This position is currently a hybrid of office and remote work, with most hours being conducted remotely.

### Responsibilities

#### *Neon CRM Management*

- Categorize, scrub, and input current and historical data into Neon software.
- Explore new functionalities of Neon software to find efficiencies.
- Provide recommendations on how to best capture, track, and utilize collected data in Neon software.
- Create processes in collaboration with the Program Managers for future data collection and management.

#### *Organizational Operations*

- Attend weekly staff meetings and contribute your thought leadership.
- Collaborate with other Leadership Columbus staff in visioning around core programming.

#### *Great candidates should be able to achieve these over the 10-week internship experience.*

- Creating clear and concise plans of action using Office programs including Excel, Word, PowerPoint, and Outlook (experience with database management or customer relationship management (CRM) software a plus).
- Providing detail-oriented communication to the Program & Marketing Manager while appreciating the bigger picture.
- Remaining highly organized while handling multiple priorities.
- Ability to set individual incremental deadlines in order to fulfill overall organizational goals for this internship.
- Approaching every task, big or small, with the same level of importance and intention.
- Enjoying working in an environment where differences are celebrated, affirmed, and developed.
- Thriving in an environment where the staff expectations are that of radical responsibility, compassion, integrity, rigor and focusing on being in service to one another.

Part Time- Up to 10 hours per week.

Compensation - \$15 per hour, plus free access to over 15 hours of leadership development workshops on a variety of topics including servant leadership, managing workplace conflict, and adaptive strategies.

*To apply, please submit a cover letter and resume to [collinries@columbus.org](mailto:collinries@columbus.org) and [swealther@columbus.org](mailto:swealther@columbus.org). Applications will be accepted on a rolling basis until 11:59 p.m. on Friday, May 6. Please no calls, emails, or visits.*