

## Database – CRM – Raiser’s Edge Internship

Intern start date is **early 2012**

### Job description

The Database – CRM – Raiser’s Edge Intern will assist the Donor Services team to provide back office support for Opportunity International Australia’s fundraising activities. This role will suit someone who is seeking a future in database and information management, and would like the opportunity to gain experience working in a leading microfinance organisation.

### Intern responsibilities

- Ensure database (Raiser’s Edge) is updated to reflect all current donor information
- Run fortnightly data integrity validation tests to maintain clean database
- Assist in compiling Raiser’s Edge user guide
- Provide overflow administration support for events
- Assist with ad hoc projects as required
- Assist with the recruitment and training of the next Database – CRM – Raiser’s Edge intern

### Application requirements

- Commitment to work voluntarily, **two - three** days a week over a period of at least four and a half months in the Opportunity Sydney office (preferably Tuesday, Wednesday, and/or Thursday)
- Commitment to the core values and aims of Opportunity
- Ability to work independently and as part of a team
- Willingness to learn and undertake a variety of tasks
- Ability to multi-task, prioritise and work efficiently
- Clear written and verbal communication skills
- Proficiency in writing, editing and proofreading
- Well organised and meticulous attention to detail is essential
- Basic knowledge of Microsoft Word, Excel and Outlook
- Passion for work in the not-for-profit sector

### Criteria for selection

Interns will be selected based on the intern selection committee’s judgement of best suitability to the following criteria:

- Skills suitability (as per the application requirements)
- Commitment to the internship program
- Passion for poverty alleviation and microfinance
- Compassionate, flexible and cooperative
- Cultural fit with the Opportunity team

### How to apply

To apply for this internship position, and make an important contribution to the fight against poverty, simply email us your **resume and a cover letter (no more than one page)** to [intern@opportunity.org.au](mailto:intern@opportunity.org.au). In the cover letter, please explain why you would like to intern for Opportunity and how you think it could benefit your future professional career. Please note that only applications with a cover letter will be considered.

Applications are currently open. Intern start date is **ASAP**.