

**Mission:** Sanctuary for Families is dedicated to the safety, healing and self-determination of victims of domestic violence and related forms of gender violence. Through comprehensive services for our clients and their children, and through outreach, education and advocacy, we strive to create a world in which freedom from gender violence is a basic human right.

**Role:** Sanctuary's Strategic Systems team is seeking a motivated and detail-oriented Data and Systems Intern to support our efforts in data integrity and programmatic impact and evaluation reporting. The intern will assist in the maintenance of the agency's client tracking system (Salesforce), including working to resolve data quality issues, analyze data across programmatic areas, and provide support in an annual review of client evaluation tools, gaining a broad understanding of Sanctuary's mission and impact. The role will also include opportunities to assist in fulfilling data requests, contributing to private funder and government grant reports as well as programmatic data requests.

This is an excellent opportunity for a candidate interested in strengthening practical analytic skills: creating and modifying reports, reviewing and analyzing programmatic data and client feedback. The intern is a valued member of the team and will be supported with learning new skills and encouraged to bring creative ideas to their position.

This internship will be Monday-Thursday, approximately 25-30 hours per week. Preferred candidates will be able to work a hybrid schedule, in-person at least once a week in Sanctuary's office in Lower Manhattan. The schedule is flexible and will be decided collaboratively with the intern. Summer internships are estimated to run June 2<sup>nd</sup>-July 25<sup>th</sup>.

#### **Value to Intern**

1. Hands-on experience working in a collaborative environment, contributing to Sanctuary's mission and making a positive impact.
2. Exposure to various aspects of nonprofit data management and evaluation.
3. Mentorship and guidance from experienced nonprofit professionals.
4. Networking opportunities within the organization and the nonprofit sector.
5. Potential for future recommendations and references based on performance

#### **Desired skills:**

- Strong analytical skills and interest in working with data to solve problems
- Strong attention to detail and organizational skills for tracking and resolving issues
- Excellent computer skills, including strong skills in Excel
- Familiarity with CRM platforms like Salesforce
- Interest in client evaluation data
- An understanding and sensitivity to Sanctuary's mission and our clients, with an absolute respect for confidentiality

This internship is unpaid; however, we will work with students who seek to obtain school credit or outside funding.

Please apply by sending your cover letter and resume to Hope Faison [hfaison@sffny.org](mailto:hfaison@sffny.org) by May 1<sup>st</sup>.