



Intern Job Description

Intern Position Title: Data Intern with Volunteer Services

Purpose/objective: In 2020-2021 the volunteer department had 1,100 active volunteers. The Data Intern will be responsible for cleaning, organizing, and analyzing various datasets to gather valuable insights of the volunteer program.

Location: UMWC 1390 Capital Blvd. Raleigh, NC 27603

Key responsibilities: (Include, but are not limited to)

1. Learn Volgistics; our volunteer logistics database system.
2. Help clean, organize, and analyze the volunteer data for UMWC.
3. Create publications to communicate data insights.

Skills & Interests: Data management

Time commitment: 1, 4-hour shift per week

Schedule: Available shifts between the hours of Monday–Thursday from 8am–3pm.

Training/support provided: Work side by side with Volunteer Services Team to learn the needs of volunteer data for UMWC.

Benefits: Volunteers are the heart of the organization. UMWC could not do all we do in our community without our volunteers. You would be helping communicate how impactful volunteers are to UMWC.

Intern Supervisor: Manager of Volunteer Services and Volunteer Services Coordinator