

Position Title:

Database and Research Intern

Location:

Remote, anywhere in the US

Duration:

Fall academic semester with potential for continuation into Spring

Hours, Compensation:

20~ per week, unpaid (we will gladly supply you with a letter of recommendation or evaluation)

Description:

DomesticShelters.org, an online resource site for survivors of domestic violence, is looking for an intern to join our team for fall 2017! If you have a passion for social justice issues, winning communication skills, and the ability to self-motivate, this may be the perfect internship for you. Intern will be responsible for researching organizations listed on our site and conducting outbound outreach calls to shelters across the US and Canada while updating website database.

Because this position is based remotely, you will be required to supply your own phone, laptop and/or computer, and high-speed internet connection.

Responsibilities:

- Research unclaimed shelters and organizations listed on our site to ensure they are appropriate for the website and all available information is up-to-date
- Conduct outbound calls to shelter and advocacy locations across the US and Canada to explain DomesticShelters.org and encourage them to claim their listing on the site.
- Update database with detailed call notes and contact information.
- Conduct follow-up to shelters, if necessary.
- Gain a working knowledge of domestic violence related topics and issues

Qualifications:

- Working toward, or recently achieved, bachelor's degree
- Previous customer service and/or communications experience
- Comfortable making "cold" calls
- Proficient research and analytic skills
- Ability to work independently and meet deadlines
- Reliability and self-motivation are a MUST for this position

For consideration, please email a resume and cover letter to brittni@domesticshelters.org

To learn more about our organization, visit www.domesticshelters.org