

IT & Data Management Internship

The IT & Data Management Internship is a 6–12 month, part-time (10–20 hours per week) opportunity designed for individuals eager to develop their technical and data management skills in a dynamic, mission-driven environment. This role requires a detail-oriented, adaptable, and proactive individual who can balance multiple tasks while collaborating with a team. The ideal candidate is a self-starter with an entrepreneurial mindset and a passion for leveraging data to support the goals of the H.U.G. Reading Program.

Key Responsibilities:

- Organize, manage, and analyze primary and secondary data relevant to H.U.G.'s initiatives.
- Identify, collect, and maintain historical data records.
- Ensure all data is securely stored and structured in an organized, logical manner.
- Conduct quality assurance on raw data files, resolve missing metadata, and prepare data for uploads.
- Collaborate with project staff and partner organizations to address data archiving needs.
- Assist in developing reports and data analytics to support decision-making.
- Research and recommend new tools and services for data management and collection.

Qualifications:

- Currently enrolled in a university (or recent graduate).
- Proficiency in Excel or Google Sheets required.
- Strong written and verbal communication skills.
- Ability to translate business requirements into non-technical terms.
- Experience managing master data, including creation, updates, and deletion.
- Familiarity with Database Management Systems (e.g., Zoho) is a plus.
- Experience working with Cloud Computing Platforms (e.g., AWS, Salesforce) is desirable.
- Demonstrated leadership, adaptability, and integrity.

This is a non-paid internship that offers a valuable opportunity to gain hands-on experience in IT and data management while contributing to a meaningful cause. If you're eager to learn and make an impact, we encourage you to apply!