

<b>Title:</b>	Asset & Data Management Intern
<b>Reports To:</b>	Love Out Loud Partnership Manager
<b>Hours:</b>	Flexible hours based on individual
<b>To Apply:</b>	Submit resume and apply at <a href="http://loveoutloudws.com/apply">loveoutloudws.com/apply</a>

## Summary of Position

Works closely with the Love Out Loud leadership team on CONNECTING with their wide network of faith and community leaders and MOBILIZING the vast human potential of church and community members in their areas of passion, skills and interests. Specific emphasis on data management for over 300 organizations and 5,000 constituents.

## Key Responsibilities

- Support data and asset management using our Customer Relationship Management (CRM)
- Develop and enhance systems to track what organizations and churches are in specific neighborhoods to increase collaboration
- Assist in gathering and organizing current data to build out profiles of community and nonprofit partners
- Work with us to help our data tell the story of who we are in a compelling way
- Help connect the dots of our data by adding relations between organizations and individuals, tracking interactions, and indicating neighborhoods of involvement as is known
- Communicate with organization leaders to learn more about the areas they are working in to quantify and measure areas served in our community
- Make connections between organizations and churches in similar areas
- Support ongoing or new collaborations for data sharing
- Verify and clean up data as needed
- Assist the Operations Director with additional tasks and admin support

## Skills/Qualifications

- Access to computer and internet
- Proficiency in computer software
- Strong time management, admin, and organizational skills
- Ability to manage multiple tasks with both excellence and flexibility
- Strong interpersonal and communications skills including verbal and written

Contact Brooklyn [bavery@loveoutloudws.com](mailto:bavery@loveoutloudws.com) to Apply or Visit [LoveOutLoudWS.com/apply](http://LoveOutLoudWS.com/apply)