



## ***Impact Assessment Data Intern***

**The National Association for Latino Community Asset Builders (NALCAB)** represents and serves 100+ nonprofit organizations across the nation, which includes real estate developers, business lenders, economic development corporations, credit unions, and consumer counseling agencies. NALCAB implements responsible, market-based strategies for strengthening underserved communities, rebuilding the ladder of economic mobility for low- and moderate-income Americans and supporting the economic integration of immigrants through equitable neighborhood development, investing in small business and building family financial wellness. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and implements a training institute focused on culturally and linguistically relevant asset building services.

### **Summary**

NALCAB seeks an intern to assist and support the Impact Assessment team with Blackbaud Grantmaking database implementation and administration. Particularly in the first half of the internship, the position will be significantly focused on data entry and cleaning. In addition, the position will provide support to the team with writing and developing materials related to NALCAB's small business development, equitable neighborhood development, financial capability and policy/advocacy work with data from Blackbaud Grantmaking.

During the intern's time at NALCAB, he or she will assist with logistics related to Blackbaud Grantmaking, some data analysis, and other duties as requested. The intern will primarily support the Impact Assessment team, which focuses on communicating the impact of NALCAB's work to network members, communities and funders through narrative reporting.

### **Essential Job Functions**

- Data entry, cleaning, and analysis.
- Work with NALCAB staff across program areas and departments to understand available data.
- Assist Impact Team in maintenance of data in NALCAB's Blackbaud Grantmaking data management/CRM system.
- Other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Skill in utilizing a personal computer and associated software programs, particularly Microsoft Excel.
- Ability to work within a team and independently within a fast-paced environment.
- Strong written, verbal, and interpersonal communication skills.



- Proven cultural competency and ability to work in culturally, economically, and ethnically diverse environments.
- Understand demographic and economic data.
- Multi-task and meet deadlines.
- Ability to maintain confidentiality of information.

### **Education and Experience**

- Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Experience working with CRM or similar evaluation database system preferred.
- Experience working with community or nonprofit organizations preferred.
- Experience with community economic development and asset building preferred.
- Bilingual (English/Spanish) preferred.

### **Academic Credit**

Intern may receive academic credit for the internship. It will be the intern's responsibility to make arrangements with his or her school. NALCAB will provide the necessary internship description and performance review upon request.

### **Hardware and Software**

NALCAB will provide all necessary data, computer hardware, and software for this position.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

### **Position Type**

Part - Time (20 hours/week)

### **Compensation**

\$15.00/hour

### **Duration of Internship**

6 months (with a NALCAB option for an additional 6 months)

### **Preferred Start Date**

October 1, 2020



### **Location of Employment**

San Antonio, Texas

This position will be virtual through at least the end of 2020.

### **To Apply**

To respond to this opportunity, please email resume to:

[jobs@nalcab.org](mailto:jobs@nalcab.org)

Please add ***Impact Assessment Data Intern Position*** in the subject line.

NALCAB is an equal opportunity employer.