

# **DATABASE INTERNSHIP**



## **PURPOSE**

To aid the PULSE Database Administrator in database management (Salesforce). PULSE will provide the opportunity for you to grow professionally within your giftings, working behind the scenes in the organizational and informational structure of a nonprofit ministry, ultimately growing the kingdom of God.

## **CORE COMPETENCIES**

- Follower of Jesus Christ and in agreement with the PULSE statement of faith
- Detail-oriented
- Proficiency in Microsoft Excel
- Understanding of basic office structural systems
- Task-driven and organized
- Excellent implementation skills
- A heart for evangelism

## **RESPONSIBILITIES**

- Response Card Processing
- Data Organization, Maintenance, and Cleaning (Duplicate merging, etc.)
- Create and Maintain Reports for Events and Development Teams
- Create and Maintain Online Data Collection Forms
- Perform any and all other duties as assigned by the Database Administrator