POSITION ANNOUNCEMENT

Data Management Intern - Investor Alliance for Human Rights

The Investor Alliance for Human Rights, an initiative of Interfaith Center on Corporate Responsibility (ICCR), is seeking a Data Management Intern. The Investor Alliance for Human Rights serves as a collective action platform for responsible investment grounded in respect for people’s fundamental rights. Our membership is currently comprised of over 240 institutional investors representing over $14 trillion in assets and 21 countries.

The Data Management Intern will help organize our membership database, identify ways to better track our members' activities and their impacts, and enhance our data management processes. The intern will contribute to creating a more efficient, insightful, and impactful organization by improving our data management and member tracking practices.

What you’ll do:

The following list provides a high-level overview of the responsibilities, tasks, and expectations for this internship.

- Review and organize the membership database in Salesforce or other Customer Relationship Management (CRM) system, ensuring data accuracy and integrity.
- Develop database sets to identify how members are involved in different projects and initiatives over the last five years and provide analysis of this data to identify trends that will help feed into ways to better mobilize membership action.
- Collaborate with team members to understand data needs and usage across different projects and initiatives, particularly, in relation to tracking the activities of members and identifying ways to assess the impact of those activities.
- Implement mechanisms for regular data gathering, maintenance, and quality checks to ensure the database remains up-to-date and reliable.
- Develop and integrate tools or features for generating insightful reports and analytics that support decision-making, monitoring and evaluation, and strategy development.
- Assist in the evaluation of potential new CRM systems or enhancements to the existing Salesforce platform to better meet organizational needs as a non-profit.
- Provide support in training staff members on the effective use of the CRM for data retrieval and entry.
- Participate in the development of data management standard operating procedures to ensure best practices in data handling and privacy.
Role Overview: We are seeking a motivated and detail-oriented intern to assist with organizing our membership database and means to track member activities. This position offers the unique opportunity to gain hands-on experience with Customer Relationship Management (CRM) systems, specifically Salesforce, and to play a key role in enhancing data and membership management processes in a not-for-profit setting. The intern will contribute to creating a more efficient, insightful, and impactful organization by improving our data management practices.

Who you are:
- Currently enrolled in or recently graduated from a degree program/specialization in Data Management, Analytics, or a related field.
- Strong interest in human rights, corporate responsibility, and the role of investors in promoting social justice.
- Proficient with Customer Relationship Management (CRM) software, preferably Salesforce, with a keen interest in learning and mastering new technologies.
- Strong Excel spreadsheet skills.
- Excellent analytical and problem-solving skills, with meticulous attention to detail.
- Ability to work independently and collaboratively in a team environment.
- Effective communication skills, both written and verbal.
- Demonstrated initiative and ability to undertake projects with minimal supervision.
- Prior experience with data management, analysis, or related areas is a plus.

What else you should know:

This summer internship is for 20-25 hours per week for 10 weeks. The candidate chosen for this position is welcome to be fully remote. A stipend of $5000 will be awarded for the full duration of the internship.

It is the policy of ICCR to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, sexual orientation, age, national origin, marital status, disability, or prior criminal record. This policy is intended to reflect the values and ideals of ICCR’s members and to help ICCR itself model the equal employment opportunity (EEO) and affirmative action practices that its members urge corporations to adopt.

How to apply:

Send a cover letter and resume to Esaba Hoque at internships@iccr.org. Please write “Data Management Intern: Investor Alliance for Human Rights” in the subject line. Resumes without a cover letter will not be considered. Cover letters must include at least 2-3 sentences about why you are interested in the Investor Alliance and should be considered for this specific role. Also, please provide contact details (name, email address, and organization) of two references. Applications will be accepted until May 31 and interviews will be conducted on a rolling basis beginning early-to-mid May. We apologize that because of the volume of applications, we are only able to respond to those applicants granted an interview. No phone calls, please.

About the Investor Alliance for Human Rights
The Investor Alliance for Human Rights is a collective action platform for responsible investment that is grounded in respect for people's fundamental rights. We are a membership-based, non-profit initiative focusing on the investor responsibility to respect human rights, corporate engagements that drive responsible business conduct, and standard-setting and policy-making activities that push for robust business and human rights governance. Our membership is currently comprised of over 240 institutional investors, including asset management firms, trade union funds, public pension funds, foundations, endowments, faith-based organizations, and family funds. Our members currently represent over US$ 14 trillion in assets under management and 21 countries. Along with our civil society allies, our team equips the investment community with expertise and opportunities to put the investor responsibility to respect human rights into practice. We do this by:

1. Providing practical tools to support investors in their implementation of responsible business standards at each step of the investment lifecycle;
2. Supporting direct engagement with portfolio companies on their own human rights practices;
3. Coordinating actions that ask policy makers and standard-setting bodies to create an enabling environment for responsible business practices.

To learn more about Investor Alliance, please visit www.investforhumanrights.org or find us at @InvestforRights on Twitter.

**About the Interfaith Center on Corporate Responsibility**

Founded 50 years ago, ICCR is a pioneer coalition of over 300 active institutional investor members representing faith-based communities, socially responsible asset managers, labor unions, and others who leverage their investments as a catalyst for change. ICCR members work in coalition to engage the world's largest corporations on a range of social and environmental issues impacting communities in the U.S. and globally, including human rights; climate change; worker justice; health equity; equitable global supply chains; and corporate influence via lobbying and political spending.