



Data Management Intern Job Description

[The Water Tower](#), a nonprofit water innovation and research center in Buford, GA, is currently seeking a **Data Management Intern**. We have many exciting grants, collaboratives, and programs running concurrently on a range of topics that include workforce training, technology innovation, applied research, student outreach, partner development, fundraising, and more.

The Data Management intern will spearhead the use, maintenance, and expansion, of TWT's database, which houses critical information for the organization regarding the above activities including partnerships, outreach, events, committees, contacts, reports, and surveys.

Mission

The mission of The Water Tower is to be a hub for solutions in research, technology, training and engagement for water utilities ensuring access to safe, affordable and resilient water services. The Data Management Intern will directly contribute to the success of The Water Tower through management of critical information and data to allow the organization to grow our ecosystem of collaboration and serve the water community nationwide.

Responsibilities

- Manage and maintain The Water Tower's database of partners, contacts, events, committees, surveys, etc.
- Develop and roll out the database access site for partner use
- Establish effective database workflows to optimize information input and output
- Build and run reports for key outputs such as partner involvement, post-event reports, TWT annual report, etc
- Establish and assign a tagging system to organize information and events
- Create Excel or PowerBI dashboards to display key performance indicators of the organization to distribute to funding partners and supporters
- Perform other duties as assigned or directed to meet the goals and objectives of the organization

Required Qualifications/Skills

- Enthusiastic, proactive, and motivated individual with excellent interpersonal and communication skills

- Problem solving and trouble shooting skills, including being proactive about addressing challenges
- Organized multi-tasker with attention to detail
- Experience managing concurrent tasks under pressure
- Advanced knowledge of Excel

Desired Qualifications/Skills

- Working knowledge of Sharepoint
- Major in a related field such as IT, MIS, Business Administration, etc.
- Familiarity with the GrowthZone platform
- Experience creating reports in Microsoft Power BI

Additional Information

The compensation rate for this position is \$17.70 per hour.

The start date for this position is January 2023 with an end date of July 2023 (6 months).

The time commitment for this position is 20-30 hours per week.

Due to the nature of the position, 75% in-person, onsite work required at The Water Tower in Buford, with the opportunity for up to 25% remote work.

Apply

To apply, please send your resume (cover letter optional, but encouraged) to kristan@theh2otower.org.