



Title: Student Business and Data Intern

Employment Dates: Fall 2021 semester, possible summer hours if desired

Expected Hours: 6-8 Hours a week

Reports to: Development Director

Compensation:

- Compensated \$16.32/hour
- Paid on a bi-weekly basis
- This is a work-study eligible position

Job Description: Berkeley Hillel seeks a highly detail-oriented and self-motivated student (sophomore or junior preferred) to work part-time assisting the development director and senior director of operations and finance with fundraising, finance, data entry and analysis. This position will require an estimated 6-8 hours per week. Prior office experience is a plus, but not required.

The business and data intern will enter all incoming check and online contributions into the donor database on a weekly basis. Using Berkeley Hillel's CRM database, Salesforce, they will regularly run reports and analyze family and donor data to help us target our marketing and programs and track our impact. The business and data intern will also assist with organizational finances, accounts payable and receivable.

Based on your unique interests, we're also happy to provide opportunities to assist with marketing, finance, and other development tasks.

To Apply: Please send your resume and an email expressing your interest in the position to jobs@berkeleyhillel.org