



LEAGUE OF WOMEN VOTERS®  
OF THE CITY OF NEW YORK  
VOTE LOUDER™



## **Salesforce Audit Summer Internship**

Duration: May 20th - August 2nd

Location: 4 West 43rd Street, Suite 615, New York, NY

### About the League:

The League of Women Voters of the City of New York is a non-partisan organization whose purpose is to promote informed and active citizen participation in government. We are committed to empowering citizens with the meaningful information needed to make sound decisions for our democracy. We are currently celebrating our 100th year anniversary!

*This internship is unpaid, however, we are happy to work with you and your school to offer credit.*

### Overview:

This internship will support the office staff in auditing our Salesforce CRM system..

### Responsibilities:

- Work with office staff and volunteer staff to input and update data entry in Salesforce.
- Streamline all data entry (going through the entire system), update the backend with appropriate record keeping labels to ensure reports are easier to run, eliminate duplicates and update all membership information to ensure that it is accurate.
- Answer phones, take messages and greet visitors.

### Qualifications:

- Familiarity with Salesforce CRM System, Google Suite and Microsoft Office
- Sustained attention to detail
- Excellent research skills
- Organizational skills
- Collaborative demeanor
- Communicative
- Customer services skills
- Interest in Operations, Business and Management Skills a plus.