Data Management Internship

PRIMARY FUNCTION: The Data Management Intern is responsible for managing the intake of data that has been collected through our summer outreach program. This includes reviewing and entering data from the Freedom of Choice Act Citizen Petition and Field ID Programs. Data management interns specialize in ensuring the accuracy of data being entered to prevent duplicate data base records.

The Data Management Intern will work 10-15 hours per week and is eligible to receive College or University Credit. Scheduled hours of the internship are flexible but will primarily occur during the administrative offices hours of Monday-Friday, 9AM-5PM. This position requires a commitment through September.

Responsibilities
• Logs and codes data according to prescribed standards. Input data into computer system.
• Verifies recorded information to ensure accuracy and completeness of data. Identifies and corrects errors.
• Updates files and records.
• Operates computers and office equipment.
• Performs additional functions incidental to data entry activities.

Qualifications
• Proficiency in data entry and the ability to focus and work independently for long periods of time.
• Keyboarding skills (40-59 wpm).
• Well organized, work independently with a high volume of accounts and ability to work under pressure.
• Good command of English grammar (written and verbal).
• Familiarity with Excel and the ability to pay close attention to detail.
• Requires a commitment through September.
• Commitment to the mission of Planned Parenthood.

Planned Parenthood is an Equal Opportunity Employer and is committed to combating institutional discrimination. Women, people of color, and sexual minorities are encouraged to apply.

For more information or to apply, please submit a cover letter and resume to Rose Kelsch, Field Director, either by email at rose.kelsch@pphsso.org or by fax at 342.6088

Contact information
Ms. Rose Kelsch
Primary Phone : (541) 342-6042 Ext: 31
E-mail : rose.kelsch@pphsso.org
Fax : (541) 342-6088