

## **Database Administration Internship**

The North Broad Renaissance is looking for a dependable and self-motivated individual to join our team as a Database Administration Intern. The ideal candidate is well informed in Microsoft Excel and highly skilled at creating databases that can drive decision-making and help manage operations.

The internship start date is March 25, 2024, through May 10, 2024. This is a 20 hour per-week internship.

North Broad Renaissance is a nationally recognized, growing non-profit that currently manages both the North Broad Business Improvement and North Broad Special Service District. The organization is doing the important work of vitalizing North Broad Street by improving its economic vitality and overall quality of life. Our work around cleaning, greening, safety, business attraction, business retention, and employment is directly impacting more than 50,000 residents, in eight neighborhoods, and helping to increase the median income in the district. The NBR is a relatively small organization, so an entrepreneurial spirit and self-discipline gets you far in our book.

This will be a hands-on program that provides interns the chance to gain experience in their field database management, which supports the North Broad Business Improvement District and the North Broad Renaissance Clean and Safe Program.

### Primary Responsibilities:

- Assisting with the creation or design, update, and management of the database for the North Broad Business Improvement District and the North Broad Renaissance Clean and Safe Program.
- Gain experience participating in ongoing database migrations and how data is used to address community development needs.
- This internship may include evaluation of business results, report building, data clean-up, and other projects.
- Assisting in developing insights, results, and recommendations

### Qualifications and Experience:

- Must be a high school graduate or college student enrolled (or intending to enroll) on a full-time or part-time basis in a 2- or 4- year post-secondary education program for the fall semester or workforce development program
- In good academic standing (as defined by a GPA of 2.0 or higher)
- At least 18 years of age
- Proficiency with the Microsoft Excel
- Experience with digital asset management, preferred
- Ability to work in a small non-profit environment in a professional manner

This description is intended to describe the type of work being performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required of the intern.

The hourly rate for this role is \$18.00/hour

**TO APPLY:**

To apply, please send resume to [programs@northbroad.org](mailto:programs@northbroad.org).

Complete the form below. Please, no telephone inquiries.

The North Broad Renaissance provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the North Broad Renaissance complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The North Broad Renaissance expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the North Broad Renaissance's employees to perform their job duties may result in discipline up to and including discharge.