



Job Descriptions

Database Development Intern

Time Requirement: Part time during both semesters of academic year

Organization Overview: The Wabash Valley Community Foundation's mission is to: "Engage People, Build Resources and Strengthen Community." The communities we serve are Clay, Sullivan and Vigo counties in west central Indiana. Our offices are located in Terre Haute, Indiana.

Incorporated in 1991, the Community Foundation is designed for one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. The income earned on the endowed fund is distributed each year for the purpose defined by the fund creator. It is through these earnings that the Community Foundation provides more than a million dollars annually in grant and scholarship funds benefiting the residents of its three county service area.

Internship Program Overview: The Wabash Valley Community Foundation Inc. offers up to three different internship opportunities. These internships are designed to provide the intern meaningful projects and opportunities to help the intern develop work related skills and assist the Community Foundation on various projects directly related to its mission. The hours are flexible, but would be up to 20 hours per week during the academic year and 40 hours per week during the summer.

Intern Responsibilities

- Create a web-based database or identify an existing database for area scholarships that is user friendly for high school and college students to assess various scholarship opportunities and is very easy for adults with little computer literacy to be able to input data regarding availability of scholarships.
 - Data base should include and be searchable by each of the following;
 - Name of Scholarship
 - County of eligibility
 - Eligibility criteria
 - Application deadline
 - Application available either online or from a specific contact

- Create a database management plan that would include reviewing of information that has been input from outside the Community Foundation and use
- Strategize with and educate the Foundation staff and volunteers on use and promotion of the databases existence.
- Monitor its use and prepare a semi- annual report for the Executive Director and Board of its use and or changes needed.
- Prepare one or more public presentations explaining the database.
- Recruitment and training of successor intern.

Desired Qualifications

- Knowledge of and experience with database design and management
- Ability to work independently and in a changing environment
- Ability of explaining and demonstrating the database to those who are computer illiterates.
- Excellent communication skills.

Reports to the Program Director

Hiring Process: Resumes will be accepted until one position has been filled for the summer of 2011 and three positions have been filled for the fall and/or spring semester of the 2011/2012 academic year. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates chose for interviews will have the opportunity to meet the Community Foundation staff and further explore each of the following opportunities. While the Foundation does our best to place students in the internships of their choice, job descriptions and placement are subject to change =, or to be combined, based upon our ability to place interns in the areas of greatest need.

To Apply: Please submit resume, employment application, found at www.wvcf.com, and cover letter via email to beth@wvcf.com. Selected candidates will be contacted to schedule interviews.

Contact:

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