Database Internship Overview

**Description:** Intern for the Business Office will work in the Pet Point database, an online shelter management website. This is an unpaid internship.

**Schedule details:** 5-10 hours per week

Dates/Times: TBD during quarter – typically scheduled during business hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

Internship dates will be TBD but typically run for the duration of the quarter

**Supervisor:** Nimo Kiliona, Business Office Coordinator

**Projects:**

- Review of BMHS website, Facebook and Instagram
- Completion of Volunteer Application
- PetPoint profile training
  - PetPoint Basics
  - Additional training, as needed
- Database management
  - Merging of duplicates in PetPoint
  - Creating “Associations” in PetPoint
    - Reviewing of Obituaries for deceased donors
  - Assist in the review of mailing lists for newsletters
    - Updating database with updated addresses, as needed
  - Assist in reviewing memorial and in honor of list for print newsletter
  - Assist in general clean-up of PetPoint database
- Server management
  - Assist in clean-up of files saved on “Daisy” server
  - Create “Standard Operating Procedure” for saving files on “Daisy”

To apply: Please email cover letter and resume to development@bluemountainhumane.org
Reference "Database Internship" in the subject line.