



## **Database Management Intern**

Since 1996, SAJE has been a force for economic justice in the community focusing on tenants' rights, healthy housing, and equitable development. The mission at Strategic Actions for a Just Economy (SAJE) is to build leadership for a movement for economic justice. We aim to do this by providing tenants the tools for them to be able to advocate for themselves and their neighbors. In an effort to provide tenants with information about their tenant's rights, SAJE holds a biweekly tenant clinic which provides free education and assistance to community residents, who are facing issues such as inhabitable living conditions, disputes with their landlords, illegal rent increases, among other housing issues.

The Organizing/Database Management Intern will be responsible for assisting the Tenant Action Clinic team with support on all Organizing initiatives through management of the tenant clinic and resident databases. In addition to tracking and data entry projects, the individual will be working with the team to develop best practices in database management and administrative activities.

Students are encouraged to apply for credit. Internship is unpaid.

### **Responsibilities:**

- Conduct data entry of our weekly tenant clinic cases and ensure all information is up to date.
- Executing queries, reports, imports and exports of information from within the database.
- Maintain records on all building campaigns, door knocking and tenants' rights clinics as necessary

### **REQUIRED QUALIFICATIONS:**

- General Knowledge of Microsoft Word, Excel, and PowerPoint
- Knowledge of Nationbuilder
- Enthusiasm and dedication to teamwork.
- Ability to work independently with little supervision.
- Verbal and written communication skills.
- Ability to organize and prioritize work. Great attention to detail.
- Organized and detail oriented; able to maintain records
- Belief in social justice work that empowers communities
- Ability to maintain high standards in Organizing tracking systems.
- nterpersonal and friendly

**PREFERRED QUALIFICATIONS:**

- Bilingual (English and Spanish)

To apply: To apply please email resume to [dbayliss@saje.net](mailto:dbayliss@saje.net) indicate in Subject Line "Tenant Action Clinic Volunteer Interest" or submit interest at <https://tinyurl.com/y6wn9kx7>