



Position Title: Program Database Intern

Reports To: Database and Operations Manager

Position Summary: AR Kids Read (AKR) is pleased to offer an internship for candidates interested in nonprofit-oriented careers. Applications will be accepted from current students enrolled in undergraduate or graduate studies.

The Program Database Intern will be responsible for working in the day-to-day administration and ongoing enhancement of AR Kids Read's CRM (customer relationship management system). This remote, hands-on internship involves providing technical support and management of volunteer and student data. The ideal candidate enjoys detailed-oriented work and has excellent analytical skills.

The candidate must be interested in working with a team to develop and support the mission of AR Kids Read. AKR has a fast-paced work environment, and a can-do attitude is essential. The internship is a great opportunity to gain real-world professional experience while impacting the lives of Arkansas' youngest citizens.

RESPONSIBILITIES

- Commitment of 12 hours per week for the year-long internship (holidays and vacation time will be pre-scheduled and mutually agreed upon)
- Manage student and tutor data, including test scores, enrollment information, and registration status
- Create tutoring schedules within the database and manage tutor and student add/drops
- Ensure tutors' weekly attendance is up to date
- Assist in the maintenance of the database to ensure accurate program data
- Create reports and dashboards to improve ease of access to program data
- Assist with configuring the database for optimal productivity
- Other duties, as assigned

QUALIFICATIONS

The Program Database Intern will be committed to AR Kids Read's mission. Concrete, demonstrable experience and other qualifications include:

- Excellent analytical skills
- Detail-oriented work style
- Self-starter with strong organizational and time-management skills
- Excellent communications skills (verbal and written)
- Work effectively both independently and as part of a team
- Ability to participate in scheduled team check-ins and meetings virtually (e.g., Microsoft Teams, Zoom)
- Ability to work effectively in collaboration with diverse groups of people



- Positive attitude
- Must have access to stable internet connection and be able to utilize personal phone, computer, and basic equipment (headphones, microphone, etc.)
- Must submit to background check

BENEFITS

- Resume-building experience in database management, volunteer systems, and other aspects of nonprofit programming
- Opportunity to learn about the work of nonprofits and their impact on communities
- Increase your network of contacts
- Stipend of \$8,000 divided into 3 semesters, \$2666 for fall, spring, and summer, paid upon completion of each term

INTERNSHIP DATES

Note: Dates are somewhat flexible, and will be finalized in consultation with selected candidate August 19, 2024, through August 11, 2025

To apply please email a resumé and cover letter to Corey Praderio, Database and Operations Manager, at cpraderio@arkidsread.org and reference “Program Database Intern” in the subject line.

About the Organization: Founded in 2012, AR Kids Read (AKR) is a nonprofit organization with a vision to see EVERY child reading on grade level. With central offices located in Little Rock, AKR serves Arkansas students using a community-based tutoring model and assessment tools that combine literacy instruction with relationship building. AKR accomplishes its mission through several models including community volunteers, collegiate program students, and part-time paid tutors. Programs run year-round in school and after-school settings. For more information, please visit www.arkidsread.org.