

Outer Banks SPCA

Data Entry Intern (Seasonal) – Job Description

The Data Entry Intern is summer only part-time position who is responsible for updating and maintaining several software programs including the development software Donor Perfect, Constant Contact and other software used at the Outer Banks SPCA. Remote and on-site work.

Essential Duties and Responsibilities:

-Donor Perfect/Constant Contact: Works with the Executive Director to identify, update and migrate data within the development software including Constant Contact email software.

Perform additional duties as assigned by the Executive Director.

Requirements:

- Ability to quickly learn and use Donor Perfect software
- Effective communication and interpersonal skills
- Knowledge of spreadsheets, database and word processing skills.
- Ability to effectively prioritize tasks to maximum time management
- Ability to maintain organization in a multi-task environment
- Ability to regularly, effectively and efficiently communicate on a regular basis with the Executive Director and shelter staff.

Paid position.

Email letter of interest and resume to Bill Coleman, Executive Director at billc@obxspca.org