

Allied Airlift 21 Technology Intern Opening

Allied Airlift 21 (AA21), a volunteer led nonprofit helping Afghan Allies legally immigrate to the United States, seeks a Technology Intern for Summer 2022 for work supporting crisis response and diplomatic operations. This person will help support technology processes for tracking and managing family cases, coordinating volunteer taskings, developing training materials and training volunteer staff, and participating in regular meetings with senior government officials and other NGOs. Additionally, this person will be involved in the transition of cases from a Google platform to Salesforce. Experience with data management and analytics is a plus.

AA21 Technology Intern Job Responsibilities:

- Create reports and dashboards for case managers, command team, and board.
- Help transition legacy data from Google drive to Salesforce. This includes transforming and uploading, and cleansing data.
- Become the expert on the Salesforce Volunteer app from NPSP and training volunteers on its use.
- Creating Flows to improve operations' efficiency.
- Assist in managing key IT infrastructure and user accounts

Work Hours & Benefits

This is an unpaid position. The intern will work remotely 20-40 hours/week in a small, close knit team and report directly to the AA21 Director of Technology.

Intern Qualifications / Skills:

- Verbal and written communication
- Organization
- Professionalism
- Technical skills
- Confidentiality

Education, Experience, and Licensing Requirements: are

- In 3rd or 4th year of college or a graduate program
- Prior industry experience is preferred

To learn more about AA21: [AA21 \(alliedairlift21.org\)](http://AA21.alliedairlift21.org)

To read more about AA21 work: [AA21 | About \(alliedairlift21.org\)](http://AA21|About.alliedairlift21.org)

To apply for this position send an email to intern@alliedairlift21.org