



MANAGEMENT INFORMATION SYSTEMS (MIS) INTERN

Reports to: Data and Systems Manager

About Young Audiences of Maryland (YA)

Young Audiences/Arts for Learning, founded in Baltimore in 1950, is the country's foremost arts-in-education non-profit organization. The Maryland chapter of Young Audiences (YA) provides more than 9,000 arts education opportunities to nearly 200,000 students, artists, and educators throughout the state each year. YA is a mission-driven organization that values community, innovation, and passion. The staff, board, and teaching artists have a shared commitment to advance equity in the field of education by working tirelessly to generate opportunities for students to imagine, create, and realize their full potential through the arts.

Internship Summary

YA is seeking an intern who is looking to apply what they are learning in their coursework. Under close supervision from the Data and Systems Manager, this intern will gain hands-on experience in building a MS Access database from the ground up (e.g. creating an ERD, building a codebook, building query reports, etc.). In addition, we will work on data cleaning and standardizing and organizing reports and views within our Salesforce CRM, as well as doing some data analytics. This is an exciting opportunity for anyone interested in pursuing a career in database management.

Essential Functions

- Support the Data and Systems Manager by assisting with the interpretation of data for use in day-to-day management and reporting
- Creating, managing, and auditing databases
- Building, standardizing, and organizing reports
- Analyzing quantitative reports of data trends
- Analyzing data for ad-hoc requests (written and verbal)
- Assist with data preparation/running existing reports

Requirements

- Currently working towards a BA in Management Information Systems or related major at an accredited college or university
- Moderate to advanced knowledge of Microsoft Office Suite
- Strong organizational skills and attention to detail
- Strong verbal and written communication
- Excellent analytical and problem-solving skills
- Thoughtfulness and a holistic approach to learning
- A sense of humor

Preferred Skills

- Strong skills in MS Excel, which include using Pivot Tables and complex formulas (nested IF statements and Vlookups).
- Experience and/or familiarity with:
 - Entity-Relationship Diagrams (ERDs)
 - MS Access
 - VBA (Visual Basic for Applications)
 - SQL (update and append queries)
 - Salesforce

Work Hours and Compensation

- Flexible, but the expectation is approximately 15 hours per week
- Students successfully completing the internship are eligible to receive a \$500 stipend
- College credit, if desired, can be arranged. This must be worked out in advance with the applicant's college or university

To Apply:

Please send a resume to jobs@yamd.org and answer the following questions:

1. Give an example of a situation where you were able to make sense of something that was in disarray or incomprehensible.
2. How do we prevent data from becoming meaningless?
3. What is the problem with data-driven decision making?

We hope to fill this position in time for the intern to start at the beginning of June and ending on or around August 15th.

Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.