



INTERNATIONAL
STORYTELLING CENTER

Job Function	Database Management Intern	Job Category	Part-Time Position
Department/Group	Reports to Lynnea Salinas	Suggested Staff	New, Temporary Hire
Location	Chester Inn	Other Staff Collaboration	Management Team

Job Description:

ISC seeks a motivated individual to assist with a temporary database management project. This project will result in the creation of a working database of media contacts organized by location and cross-referenced by ISC project and project type. This database will be for use by ISC staff in marketing, publicity, and promotion.

Primary Job Function: Assist in organizing and updating media lists, including:

- Verifying contact information within media lists
- Amalgamating data (where applicable) for use by ISC staff
- Matching media contacts with ISC projects and subjects
- Designing a user-friendly database accessible by a range of individuals
- Additional duties as assigned

The ideal candidate will have the following:

- An appreciation for and understanding of the value of storytelling
- Experience with database management, nonprofit context a plus
- Proficiency in Microsoft Office, particularly Excel
- Excellent organizational skills
- A commitment to confidentiality
- A commitment to the arts, non-profits and community building

About the Position:

This is a temporary, part-time position estimated to last 2 months working 10-15 hrs/week at \$10/hr. Ideally the intern will be based at the Center in Jonesborough, Tennessee, but remote work is negotiable.

To Apply:

Submit a letter of inquiry and a resume to Lynnea Salinas, Assistant to the President, at Lynnea@StorytellingCenter.net, or mail to 116 W. Main St. Jonesborough, TN 37659.