



## Internship Program – Open Position: Business Intelligence

**Family Futures** is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For almost thirty years, Family Futures has worked to support families and *to shape a community that protects children from abuse and neglect.*

### Internship Opportunity

Family Futures is fortunate to have dedicated interns and volunteers who donate their skills and time each semester. An unpaid internship opportunity currently exists for a student wishing to gain practical experience in business intelligence, ***applying a unique combination of business and computer science skills in a nonprofit setting.*** The business intelligence intern will work directly with Family Futures' data analyst.

### Duties & Responsibilities:

- Data extractions using pre-designed and/or custom SQL queries
- Data validation
- Dashboard design
- Database design
- Computer assembly
- Analysis of data
- Work with program staff to generate data as needed
- Assigned technology research
- Design and develop resource guides for staff

### Essential Requirements

- Strong knowledge of Microsoft Access and Excel
- Able to quickly learn high level software
- Critical thinking
- Strong multi-tasking
- Able to meet deadlines
- Able to work independently

### Preferred Qualifications

- Major in business with a minor in computer information systems OR a strong background in computers
- Knowledge of programming languages: SQL, VBA, HTML, CSS, PHP, Web development, JavaScript/JQuery
- A minimum commitment of at least 15 hours per week
- Friday availability is preferred

In order to apply for an internship please complete our quick [online Internship Application](#).  
For more information, please call 616-855-5461 or email [internship@familyfutures.net](mailto:internship@familyfutures.net).