



# Business Intelligence Internship

## *Internship Position Description*

**Family Futures** is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide-range of backgrounds that donate their skills and time to support our work throughout the community.

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

### **Required Qualifications**

- 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

### **Application Instructions**

- Complete online [internship application](#), uploading a current resume and cover letter
- For more information, please contact Bryana Hopkins, Volunteer Manager, at 616-855-5461 or [internship@familyfutures.net](mailto:internship@familyfutures.net).