



## IMMEDIATE OPENING Citi Foundation Community Scholar Intern

The Center for Economic Progress helps hard-working, low-income families move from financial uncertainty to financial security. If you are an undergraduate or graduate information technology student with the passion and enthusiasm to help these Illinois families—this summer intern position is for you!

The Citi Foundation Community Scholar Intern will report to the Director of Financial Services and work closely with Financial Services department staff to create content for, design and develop an online resource guide for financial coaches. The intern will also play an integral role in helping other Financial Services staff understand their programmatic data management and reporting needs, and assure that current data management systems can be absorbed by Salesforce software.

### **Principle duties:**

- Create and make available a comprehensive toolkit for coaches as well as the general public, promoting awareness of important services and other financial education resources;
- Improve the availability of external services for Center clients by enabling Center coaches to more easily provide referrals (of the 4,400 total clients served through the Center's Financial Services Department each year, the Center expects to use the toolkit to provide referrals to at least 500 individuals in the first year);
- Integrate the Financial Services department's data tracking and reporting functions with Salesforce, improving the ease of tracking, sorting and reporting results as well as the accuracy and availability of data across the organization.

### **Qualifications:**

#### Education:

Candidates must currently be working towards a bachelors or masters degree in information systems, technology, management information systems or related degree, and have at least junior level standing.

#### Special Knowledge & Skills:

Working knowledge of database creation and structure. Working knowledge of web creation tools, i.e., ASP, HTML, Java, PHP. Experience utilizing Microsoft Office software, accessing e-mail and Internet Explorer is required. Salesforce experience a plus.

**Compensation:** This is a seasonal/full-time position at a salary of \$15.00 an hour for 12 weeks

**To Apply:** **Submit a cover letter and resume to:**

Jacci Christopher, Human Resources & Training Manager  
29 E. Madison St., Suite 900, Chicago, IL 60602 or by  
Fax # 312 - 630-0275

*-no telephone inquiries-*

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