

**AMNESTY
INTERNATIONAL**



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Database & Supporter Relations Intern

Jointly Responsible to Fundraising Manager and IT Manager

This role is part of the Operations Team - which includes both the Fundraising Team and the ICT Team. It is located at Amnesty International's office in Auckland.

ABOUT THE ROLE

The Database & Supporter Relations intern is responsible for assisting the ICT & Fundraising teams. Amnesty International plays a crucial role in the articulation of human rights aspirations, principles and standards. Key to its influence is sound, timely and impartial action on human rights issues across the world's regions. The intern will play an integral role in the Operations Team which in turn supports AIANZ's Campaigns Team operationally to achieve its goals.

The Database & Supporter Relations intern reports to the Fundraising Manager and the IT Manager, and will work within the Operations Team.

There may be travel and training opportunities and the opportunity to attend external meetings where appropriate.

PRIMARY RESPONSIBILITIES

1. Weekly fundraising reports to the Fundraising manager.
2. Weekly campaigning reports to the Campaigns Director
3. Weekly activism reports to the Activism Support Manager
4. Regular Contact Center Reports and ICT & Database support to the Contact Center Coordinator
5. Support on Face to Face Retention Program Administration

COMPETENCIES

Skills

1. Strong Microsoft Excel Skills, preferably some experience with Microsoft Excel 2007
2. Some database knowledge or background
3. Excellent command of the English language
4. Strong verbal communication skills
5. Ability to deliver work on time and to a high standard
6. Ability to work independently as well as collaboratively with a team
7. Ability to multi-task
8. Experience in being part of a team

Personal Attributes

1. Ability to be tactful and diplomatic, and maintain good relations with those who have a wide range of views
2. Good inter-personal skills
3. Cultural sensitivity and acceptance of diverse opinions and perspectives
4. Flexibility, adaptability and willingness to take initiative and responsibility
5. Commitment to human rights and Amnesty International's aims.