Database/Marketing Intern

CLF is looking for a specialized summer intern who can help our marketing and development teams manage our client relationship management database (Salesforce CRM) and is interested in learning about search engine optimization/digital marketing platforms.

**Reporting To:** Programs Marketing Manager & Development Coordinator  
**Location:** Remote  
**Status:** Part-Time, Volunteer, Hourly Intern (10-15 hours/week)

**Responsibilities:**

- Manage weekly database reporting (Salesforce) and research fundraising leads
- Filter relevant information from datasets for weekly meetings with CLF Leadership
- Marketing automation, website analytics, and search engine optimization assignments under the mentorship of CLF’s Programs Marketing Manager
- Daily prospect management of fundraising leads to ensure donation activity is properly and routinely logged

**Qualifications**

- Working toward bachelors or masters
- Must be a self-starter able to learn new systems and work independently
- Data entry and analysis experience a plus
- Some Google Analytics experience is a plus
- Some CRM experience, especially Salesforce, is a plus!

**Intern Benefits**

- Community service hours verification
- Learn from CLF Staff and Leadership
- Behind the scenes, first-hand knowledge of how a successful non-profit operates
- Work with C-Suite Level Executives at the forefront of concussions and TBI research
- Work for a dynamic and fast-growing non-profit!

**How to Apply**

Please submit a resume and cover letter to operations@concussionfoundation.org

**About the Concussion Legacy Foundation**

The Concussion Legacy Foundation is a 501(c)(3) non-profit organization located in Boston, MA. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD to support athletes, Veterans, and all affected by concussions and CTE; achieve smarter sports and safer athletes
through education and innovation; and to End CTE through prevention and research. The Concussion Legacy Foundation’s work has been featured by the New York Times, Rolling Stone, TIME, Sports Illustrated, ESPN, BBC, PBS, HBO Real Sports and many other news and media outlets. For more information, please visit ConcussionFoundation.org.

At the Concussion Legacy Foundation, we are proud to be an equal opportunity employer. All applicants will be considered for employment based on qualifications, merit and organizational need and without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. CLF is committed to providing employees with a work environment free of discrimination and harassment.