



Community Internship Collaboration Business Proposal  
Spring, 2020

<b>Organization name</b>	Self Help, Inc
<b>Mentor/Contact name</b>	Maura Taylor
<b>Address</b>	2390 North Road
<b>Phone number</b>	505.662.4666
<b>E-mail address</b>	<a href="mailto:director@selfhelpla.org">director@selfhelpla.org</a>
<b>Organization website</b>	Selfhelpla.org
<b>Describe your organization</b>	We are a Los Alamos-based community nonprofit with fifty years of experience helping people in need throughout northern New Mexico with assistance ranging from microgrants to light casework. We help families get back on their feet and change their financial futures.
<b>Internship title</b>	Database development intern
<b>Specific days/hours (if applicable)</b>	We're open 9-4, Monday-Thursday; any internship hours within those work for us, and we have some flexibility for other times as well.
<b>What will the student learn from the internship?</b>	The student will get hands-on experience with database software and learn about the social service ecosystem of northern New Mexico.
<b>What does your business need that a student intern can impact?</b>	We need to transition from an outdated and inefficient client recordkeeping system to a new system that would allow us to optimize data collection and analysis as well as fraud prevention.
<b>What project(s) will the intern work on?</b>	Evaluating prospective database software companies, helping to strategize the transition from our old software to new software, helping to build out and customize the new software, and eventually helping migrate the data itself.
<b>What skills are required for this internship?</b>	A relatively high degree of computer savviness is necessary (especially with Excel), and prior experience with CRMs such as Salesforce and Microsoft Access (or knowledge of VBA) is a plus.
<b>What final deliverables will the student produce?</b>	A working client database, which will be a testament to the student's IT and project management capabilities and a huge boon to our future staff and clients.
<b>How would you describe the primary purpose of this project? (Select one)</b>	<input type="checkbox"/> Computer Science/IT <input type="checkbox"/> Science (Biology, Chemistry, Environmental) <input type="checkbox"/> Marketing/Communications <input type="checkbox"/> Project Management <input type="checkbox"/> Accounting/Finance <input type="checkbox"/> Other
<b>If "Other", please specify</b>	
<b>Any additional information you would like to share?</b>	<a href="#">Click here to enter text.</a>

