

Internship Opportunity: Data & CRM Analysis Intern

Laurel Highlands Council, Scouting America

Location: Hybrid (Pittsburgh Office & Remote)

Term: Mid-May through Early August 2026

Compensation: Salary dependent on experience and negotiable

Overview:

The Laurel Highlands Council, Scouting America, is seeking a detail-oriented and tech-savvy **Data & CRM Analysis Intern** to support our ongoing efforts to strengthen and streamline our donor and membership databases. This internship provides a unique opportunity to contribute meaningfully to our mission by enhancing the quality and usability of our data systems.

Key Responsibilities:

- Review and clean the **Blackbaud CRM** database to:
 - Identify and delete duplicate profiles
 - Correct data errors and inconsistencies
 - Update outdated or missing information
- Analyze our **adult volunteer registration data** to:
 - Pull and consolidate records from our membership system
 - Use **AI tools and platforms** to enrich data with information such as employer, industry, and career background
 - Create a comprehensive Excel dashboard identifying trends and opportunities that could support organizational growth and donor development
- Collaborate with multiple departments including:
 - Development Team
 - Field Staff Team
 - Supervised by the **Director of Field Service**

Qualifications:

- Currently pursuing or recently completed a degree in **Data Science, Information Systems, Nonprofit Management, Business Analytics**, or related fields
- Familiarity with CRM systems; experience with **Blackbaud** is a strong plus
- Proficient in **Excel**, data visualization, and AI-based data tools (such as LinkedIn scraping tools, ChatGPT, or data enrichment platforms)
- Strong attention to detail, analytical skills, and a proactive approach to problem-solving
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively across departments

Schedule & Work Environment:

- Position runs from **mid-May through early August 2026**
- Flexible work schedule; hybrid arrangement with both in-office and remote work
- Based in **Pittsburgh, PA**

To Apply:

Interested candidates should send a resume and a brief cover letter outlining their experience and interest in the position to:

 **mike.daniher@scouting.org**

 **Resume Deadline: March 15, 2026**