

IT and Database Coordinator Intern

Sacramento Asian Pacific Chamber of Commerce
& California Asian Pacific Chamber of Commerce

Position Summary: The IT and Database Coordinator Intern is responsible for effective provisioning, installation, configuration, operation, maintenance of systems hardware and software and CRM Administration for both the SacAsian Chamber and CalAsian Chamber. This individual participates in technical support, data entry, and systems maintenance. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values and standards, enabling staff, volunteers, and partners. Will work on strategic projects both independently and in coordination with all departments, primarily concerning the use of our Salesforce CRM.

Overview of SACC and CalAsian:

The Sacramento Asian Pacific Chamber of Commerce (SACC) and the California Asian Pacific Chamber of Commerce (CalAsian) are non-profit organizations dedicated to nurturing and propelling economic growth in the Sacramento Region and California, respectively.

SACC is the largest and most influential ethnic chamber in Northern California and is open to all businesses and organizations, regardless of ethnicity.

CalAsian is dedicated to growing and empowering the Asian Pacific Islander (API) business community throughout California. Restoring California's economic health is CalAsian's top priority. The Chamber advocates strongly for legislation and policies that stimulate economic growth. The Chamber advocates strongly for legislation and policies that stimulate economic growth for success and currently represents the interests of nearly 600,000 API owned businesses in California.

Responsibilities include but are not limited to:

- Salesforce updates and maintenance
- Evaluate and configure CRM system, and provide detailed end user documentation.
- Website Administration
 - Maintenance and analytics
 - Updates of relevant information
 - SEO
- Monitor data quality, data migrations, and data integration
- Run reports to support marketing communication and fundraising efforts
- Provide technical support to end users, diagnosing and resolving problems.
- Maintain communication and relationship with all external IT support firms
- Work collaboratively with the marketing team to ensure event information is accurate and up-to-date, both in printed and online materials
- Backup and Restore Data
- Work to ensure database information is collected and integrated into CRM system
- Develop efficient IT workflows for interaction with team members

- Event AV assistance, as needed

Qualifications and Required Skills:

- Knowledge of PHP, HTML, CSS, JS
- Interaction with remote servers via ssh, scp, etc. (or other web interfaces)
- Update of software around the office as necessary
- Attention to detail in data entry
- College coursework in related field(s) or relevant experience
- Ability to work with minimal supervision, set priorities and work within deadlines
- Ability to work nontraditional work hours, including some evenings and weekends as required by the schedule of meetings and events
- Mac and PC technical support
- Experience and familiarity with Microsoft Office products
- Flexibility and adaptivity
- An understanding of information legislation, such as the Data Protection Act.
- Excellent organizational skills with strong attention for detail
- Ability to work in a fast-paced environment, multi-task and handle multiple projects
- Must be dependable, punctual and personable
- Must be able to work independently on projects while meeting deadlines

Position location: Sacramento, CA

Interested applicants, please submit a cover letter and resume to loto@sacasiancc.org

Filing date: Position is open until filled.