

LEFT FORUM WEB AND DATABASE INTERNSHIP

Left Forum seeks a part-time Database and Web Development intern for the Winter and Spring. This is an excellent opportunity to develop and hone your technical and organizational skills while gaining valuable, high-profile experience in the academic and nonprofit arenas. The position will help build an individual's strengths in the areas of design, development and content management, and can be adapted to their specific interests.

PRIMARY RESPONSIBILITIES

- Work with Conference Coordinator to maintain databases and develop website
- Assist with migration and integration of data and media from various sources
- Website development using Drupal and CiviCRM database
- Assist in researching and applying potential web applications (e.g., using open source software) for online conference production, i.e., registration, user accounts, reports, paypal integration, etc.
- Ad hoc technical and database-focused projects

BACKGROUND AND EXPERIENCE

- Familiarity with databases (Excel, Access, WebEx, CiviCRM) and Drupal
- Experience with open source applications a bonus
- Strong organizing skills
- High level of attention to detail and ability to work from abstract to concrete applications
- Ability to prioritize and handle a variety of projects simultaneously
- Excellent written and verbal communication skills
- Ability to work effectively both individually and in a team
- Passion for grassroots organizing and social justice

ABOUT THE INTERNSHIP:

We're a small organization with a dedicated group of organizers, staff, and volunteers, leaving lots of room for your creativity. You'll have the opportunity to work in an interesting (and very relaxed!) office in the CUNY Graduate Center where you'll be interact with scholars, graduate students and people who are involved with grassroots social justice movements.

This internship is unpaid, although academic credit is available. Hours are flexible—we ask for 10-20 a week—and can be adapted to fit your schedule Evening and weekend schedules are available. Internships begin immediately. To apply, please send a brief cover letter and resume to: [volunteer\[at\]leftforum\[dot\]org](mailto:volunteer[at]leftforum[dot]org).

ABOUT LEFT FORUM:

Convening each spring in New York, Left Forum is the largest annual international conference of its kind. Continuing a tradition begun in the 1960s, we bring together intellectuals and organizers to share perspectives, strategies, experience and vision. Left Forum 2010 conference last March featured Noam Chomsky and drew more than 3,000 participants for 230 panels and events.