Left Forum Website and Database Coordinator Internship 2011-2012

Left Forum seeks to fill a part-time Website and Database Coordinator intern for the Fall-Spring of 2011-2012 periods. This internship starts immediately. This is a six month internship and/or it can be divided according to the academic calendar year, as two internships, one per semester.

As Left Forum is currently working with expert web and database developers in a major development process, this internship will provide you with a rare opportunity to contribute to this formative process. It will also enable you to hone your technical and organizational skills and gain valuable, high-profile experience in the academic and nonprofit arenas. The position will help build an individual's strengths in the areas of systems administration, configuration, operation and content management, and can be adapted to their specific interests.

PRIMARY RESPONSIBILITIES
- Web operations (Drupal): including website configuration, displays (views), reports/exports, and content production.
- Work and liaison with web and database developers
- Database operations (CiviCRM): including configuration, communications, event operations, contact record management, importing, and group communications.
- Work with Conference Coordinator to maintain databases and develop website
- Assist with migration and integration of data and media from various sources
- Assist in researching and applying potential web applications (e.g., using open source software) for online conference production, e.g., registration, user accounts, reports, PayPal integration
- 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 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 15-20 hours a week—and can be adapted to fit your schedule. This internship begins immediately.

People with diverse backgrounds and experience are encouraged to apply. This position is based out of the CUNY Graduate Center in New York City; remote work will be considered for the right candidate.

Please send a detailed cover letter and resume to volunteer@leftforum.org

ABOUT LEFT FORUM
Continuing a tradition begun in the 1960s, Left Forum convenes an international conference each spring in New York City. The conference involves a broad spectrum of progressive and Left intellectuals, organizers and academics who come together to share ideas to transform the world; to better understand commonalities, differences, and alternatives to current predicaments; and to engage a wide range of critical perspectives on the world. Left Forum 2011 drew more than 3,500 participants for 300 panels. Recent conference plenary sessions featured Noam Chomsky, Arundhati Roy, Cornel West, and Barbara Ehrenreich.

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