



Metropolitan New York Synod Evangelical Lutheran Church in America

Internship: Administrator – Salesforce/Data entry

Metropolitan New York Synod

475 Riverside Drive, Suite 1620

New York, NY 10115

The Metro New York Synod is seeking a **summer intern**.

Requirements for this **Intern Administrator for Salesforce/Data Entry**:

- Proficient in Excel
- Detail oriented
- Responsible
- Able to meet deadlines
- Ability to work well independently and collaboratively
- Strong communication skills
- Experience working with databases/Salesforce, a plus

Salary: Unpaid

Dates: May/June through August

Hours: 10-15 hours per week

Interested individuals may email Karen Falco, MNYS Chief Operating Officer, at kfalco@mnys.org.