

ATLANTA HISTORY CENTER

Position Title: Data Analyst Intern

Department: CRM Strategy and Operations

Required Commitment Period: Summer Session, up to 15 hours weekly; 120 hours total.

Start/End Dates: 5/1/26 – 7/24/26

Application Deadline: 04/14/26

General Description: This internship offers a hands-on opportunity to apply analytical skills at a leading Atlanta nonprofit, helping the Atlanta History Center better understand and engage its visitors, members and donors through data-driven insights. The motivated, detail-oriented candidate will work closely with the Director of CRM Strategy and Operations on a variety of projects that use data to help improve engagement and operations.

Key Responsibilities:

- **Data Analysis and Reporting:** Analyze visitor, membership, and donor data to identify trends, patterns, and actionable insights that inform engagement strategies.
- **Data Quality and Management:** Support data hygiene and integrity efforts in the CRM system (Tessitura), including record review, updates, and report generation.
- **Dashboard and Visualization Support:** Help design and update dashboards and visual reports to communicate metrics across departments using Tessitura's Analytics platform.

Desired Skills and Competencies:

- Strong analytical and problem-solving skills, with high attention to accuracy and detail
- Quick learner with initiative and willingness to learn new tools and systems, especially our CRM, Tessitura
- Self-motivated, organized, and able to balance multiple projects and stay on schedule
- Proficiency in Microsoft Excel, Teams and Outlook
- Enthusiasm for the mission and programs of the Atlanta History Center

TO APPLY: Interested applicants may apply online by filling out the application and attaching their resume and cover letter. If you have any questions, contact Volunteer Services at volunteerservices@atlantahistorycenter.com. This is a non-paid internship.