



## Call for Data Verification Interns

Do you want to make a difference? If you want to gain work experience in an exciting environment where you can see your work directly impact the world around you, then Catalyst Balkans is the right choice for you.

### Who Are We?

Catalyst Balkans is a nonprofit working throughout the region to connect companies, nonprofits, institutions and individuals seeking to make a difference in the communities they live in. We provide fundraisers and donors with data and tools for smarter decisions and more effective campaigns. We are seeking 2 Data Verification Interns with both skills and passion to join our 17-member strong team.

### What We Offer?

- 2 paid internships
- Training, mentoring, and constant development
- Flexible working hours
- Everyday work that makes an impact on others
- Supportive, open and relaxed working atmosphere
- Downtown office near Botanical Garden

### What Are We Looking For?

Desired skills:

- Extensive internet research
- Analytical skills
- Business communication skills
- Advanced computer usage (Microsoft Office 365, especially Excel is a must)
- Excellent knowledge of English language
- Data mining/harvesting are a strong plus
- Experience with databases is a plus

### Responsibilities:

- Internet research
- Data entry and verification
- Communication with stakeholders
- Cooperation with other teams

### Want to grow with us?

Write a motivation letter telling us what you bring to the team, update your CV and send us an email

– [catalyst@catalystbalkans.org](mailto:catalyst@catalystbalkans.org). Application deadline: August 30, 2017.