



Data, Events & Program Intern

Reports to: Program Manager

Location: Remote with occasional in-person events - Boston/Greater Boston

Duration: 7-months (September–March)

Compensation and Opportunities:

- \$3,000 stipend for the duration of the internship
- Certificate of Completion
- Commuter benefits for required in-person events
- Complimentary professional skills assessment and coaching session
- Opportunities to attend statewide leadership events with Fortune 100 & 500 executives, nonprofit leaders, and public sector professionals

About Us:

Conexión is a Massachusetts-founded nonprofit organization dedicated to developing a pipeline of purpose-driven leaders across sectors. Since its founding in 2005, Conexión has partnered with more than 70 corporations and institutions, and nearly 600 mentees and over 300 executive mentors across more than 26 states and Puerto Rico. Through its nationally recognized mentoring and leadership programs, Conexión equips individuals with the skills, networks, and insights needed to lead effectively in an increasingly dynamic and diverse workforce.

Position Overview:

Conexión is seeking a motivated, organized, and detail-oriented intern to support organizational operations through Salesforce CRM management, event coordination, and administrative support. This internship offers hands-on experience in nonprofit operations, data management, fundraising, and leadership programming while working alongside a small and collaborative team.

The ideal candidate is organized, proactive, and eager to support events, strengthen data systems, and contribute to Conexión's mission while gaining meaningful exposure to nonprofit leaders and executives from Fortune 100 and 500 companies. This internship offers a unique opportunity to build professional connections, develop valuable skills, and gain firsthand experience supporting leadership pipelines and meaningful organizational impact. The intern will gain experience using:

- Salesforce Nonprofit Success Pack (NPSP)
- Google Workspace
- Canva
- Event and program management platforms



Key Responsibilities

Salesforce & Data Management

- Maintain accurate and up-to-date constituent records within Salesforce NPSP.
- Perform routine data cleaning, validation, and deduplication to ensure data integrity.
- Assist with importing, exporting, reporting, and integrating data from registration platforms, surveys, and other organizational systems into Salesforce.

Event Coordination & Logistics

- Support the planning and execution of virtual and in-person leadership programs, networking events, and special initiatives.
- Coordinate event logistics including registration, communications, materials preparation, technology setup, and attendee check-in.
- Assist with post-event follow-up, participant surveys, attendance tracking, and Salesforce data entry.
- Create marketing and event materials using Canva and Google Suite.
- Serve as an ambassador for Conexión during events and assist staff with onsite operations.

Program & Administrative Support

- Research prospective corporate, nonprofit, and philanthropic partners.
- Support the preparation of presentations, reports, proposals, and organizational materials.
- Prepare and develop program materials and collateral.
- Provide general administrative support for organizational projects as needed.
- Contribute and develop organizational marketing materials.

Preferred Qualifications

- Currently enrolled in a post-secondary institution pursuing a degree in Business, Nonprofit Management, Public Administration, Information Systems, Communications, Marketing, or a related field.
- Strong organizational skills and exceptional attention to detail.
- Comfortable working with Google Sheets.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects while meeting deadlines.
- Professionalism and discretion when handling confidential information.
- Able to commute and attend Boston/Greater Boston meetings and events.
- Ability to contribute at least 6-8 hours per week.
- Must be authorized to work in the United States.

How to Apply

Please submit the following materials:

- Resume



- Cover Letter
 - In your cover letter, tell us why you're interested in Conexión, what you hope to learn during the internship, and how your academic background and experience align with this opportunity.

Application Deadline: Monday, August 31, 2026

Please submit your application at the following link:

<https://conexioninc.typeform.com/to/UYv9lsBq>