

**Development Operations Intern  
Archival Project  
Summer Internship in Menlo Park  
LifeMoves**

**Position Title:** Volunteer Programs Intern—Development Operations Archival Project

**Main Location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:** June 11<sup>th</sup> – August 17<sup>st</sup> (10 weeks), full time (35 – 40 hrs/week)

**Position Details:**

LifeMoves has been in operation since 1987, with a variety of systems and processes implemented over the years to monitor growth, capture donor information, and efficiently maintain our records. As our team has grown and changed, we have collected a large archive of electronic records, some of which are essential to daily operations and others of which are hopelessly outdated.

We are seeking an undergraduate majoring in *History, Library Sciences, Anthropology, Classics*, or a similar field to help us archive, organize, and leverage our historical information to help us become an even more effective department within the organization.

**Primary Responsibilities Include:**

- Read through extensive organization archives and historical information
- With support, develop and document a categorization system, taking into account the organization's current processes and needs
- Organize electronic records according to the approved categorization system

**Position Requirements/Preferred Skills:**

- Comfortable working independently and taking ownership over this project
- Comfortable working with large amounts of archival data
- Able to identify trends within qualitative data and leverage these trends to build and employ larger data categories for archival purposes
- Highly organized
- Collaborative
- Prior archival or collections processing experience a plus

**Learning Outcomes:**

- Develop a deep understanding of non-profit operations and organization
- Gain experience independently processing an archival collection, including proposing and implementing archival categories and documentation
- Work closely with a supervisor/mentor to further develop professional development goals and skills

**Compensation:** Unpaid (*we are exploring funding sources and will happily work with a school or organization to provide documentation in support of scholarship funding*)

**Supervisor:** Donor Data Manager, Erin Haynes