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**Operations and Client Management Intern**

Computing Innovation Center/Learnable, Inc. - Kensington, CA

**Location**: TechFutures at El Cerrito High School

**Job** **Function**: Manage Client Information

**Hours per week**: 6 to 8 hrs

**Start Date:** Monday, March 7, 2016

**Pay:** $11.00

**About the Computing Innovation Center**

The Computing Innovation Center is where students collaborate, learn, and explore with technology. We offer after-school, evening, and weekend courses to K-12 students on a variety of topics (such as coding/computer science, robotics, sewable electronics/e-textiles, making/prototyping, physical computing, robotics, and entrepreneurship) in our Learning Studio. Each Center also includes an Innovation Lab, a startup-like environment and community where students explore new ideas, build products, and collaborate with peers and mentors.

**About the Social Media Accounts Intern Position**

We are looking for someone to manage our client database and manage inbound client queries.

**Your Responsibilities**

* Organize and manage all inbound client information
* Maintain the client database and update entries, as necessary
* Collaborate with the CEO on strategies for making the client management process efficient
* Field inbound queries and redirect to the appropriate individual(s), as necessary

**The Ideal Candidate**

* Understands how to effectively organize client data (e.g. experience maintaining detailed contact lists)
* Is very organized and is interested in developing business relationships
* Is a strong writer and able to communicate key ideas or problems quickly and effectively
* Has strong communication skills (with an emphasis on grammar/spelling excellence)
* Has a positive attitude, is detail and customer oriented, and is very organized
* Is comfortable receiving and integrating input on content from team members

Please email your resumé and cover letter to **Chris Merrida (**[**chris.merrida@techfutures.org**](mailto:chris.merrida@techfutures.org)**)** by Monday, Feb 29th at 9:00am