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Summer 2026 Impact Interns Position Description

Organization Information

Organization Name: Heart of America

Address: HQ: 1255 Union St NE, Suite 700 Washington DC 20002

Organization Website: www.heartofamerica.org

Organization Description: Heart of America (HOA) is an education equity nonprofit organization that transforms learning spaces, bridges the resource gap, and strengthens communities to give all students room to dream, discover, and thrive. Over the past 28 years, HOA has renovated over 1,300 classrooms, libraries, STEM/technology labs, college/career resource centers, gyms, and community organizations in underserved communities across the U.S. and Puerto Rico. We have also provided \$14 million in technology and over 4.4 million books and supplies serving approximately 2 million youth

Position Logistics

Intern Preference: Graduate student

Start and End Date: May 25 – August 14, 2026 (flexible)

Hours per Week: Up to 25 hours per week

Number of Weeks: 10-12 weeks

Expected Daily Hours: Mondays through Fridays, between the hours of 9:00 and 5:00 pm EST (timeframe, not actual hours worked)

Important Availability Dates: During the week of June 22, 2026, the intern may be asked to participate on a project site for a weeklong school transformation project.

Location: Hybrid of in-person and remote work

- 3 in-person days each week
- In-person address: 1255 Union St NE, Suite 700 Washington DC 20002

Position Information

Core Technical Skill Set:

- Research - includes academic research, landscape analysis, and compiling recommendations and issue histories
- Evaluation - includes survey analysis, collecting participant feedback, and data management

General Duties and Responsibilities:

- Audit existing data in Salesforce to identify errors, duplicates, and inconsistencies.
- Cleanse and validate datasets to ensure accuracy, completeness, and consistency.
- Standardize data entry formats and establish best practices for ongoing data quality.
- Process and update records in Salesforce for reporting and analysis.
- Recommend tools and methods for improving data capture, cleansing, and validation.
- Conduct analysis of cleansed data to identify trends and insights for HOA storytelling.
- Support HOA transformation or resource distribution projects on location

Specific Deliverable(s):

- Focused on data cleansing, validation, and quality improvement within HOA's systems to enhance reporting accuracy and strengthen organizational storytelling

Required Qualifications:

- Experience with data cleansing, validation, and management in CRM systems (Salesforce preferred).
- Applies keen attention to detail and strong research capabilities to drive data accuracy and insightful analysis
- Ability to communicate clearly and concisely (oral and written).

Preferences:

- Office 365 experience: Word, Excel, PowerPoint, Teams, SharePoint (training available as needed).
- Salesforce experience preferred but not a deal breaker

Physical Demands of Position: Internship responsibilities are primarily hybrid, with work based in our DC office or at the intern's residence. At times, interns may join onsite school transformation projects, engaging in activities such as painting, assembling furniture, preparing resource kits, organizing spaces, and coordinating volunteers. Beautification efforts may also extend outdoors to playgrounds, breezeways, and other campus areas. Onsite work is dynamic and hands-on.