



PROJECT SUPPORT DATA ANALYST INTERNSHIP

The Copper River Group is a locally owned and operated consulting firm serving community banks and credit unions across the nation. We are looking for a Project Support Data Analyst Intern to join our team who is willing to learn about the banking industry, project management and gain hands on experience with real life scenarios in the business and financial industry. Our firm is growing and this internship has the potential to grow along with it. We are looking for a young and motivated person to join our staff.

Job duties will include:

- 🔥 Report to the Senior Associate Project Manager and perform the following tasks:
 - Read and analyze differences between contracts
 - Create professional emails to clients/vendors
 - Compile comparison spreadsheets using Microsoft Excel for data to be easily examined
 - Cost Analysis/Volume Report, agreement analysis, critical volumes spreadsheets, etc.
 - Help create memos, contract summaries, and non-disclosure agreements
 - Assist in reviewing RFP's (Request for Proposals)
 - Aid in the creation for presentation materials: presentation books, PowerPoints, binders, etc.

Skills and Experience:

- 🔥 Strong computer skills including the use of the Microsoft Office Suite
- 🔥 Acceptable level of writing ability and proofreading skills
- 🔥 Professional verbal communication ability
- 🔥 Capable of teamwork
- 🔥 Must be able to work beneath deadlines
- 🔥 Motivated to learn
- 🔥 Highly organized / focused

Timeframe:

- 🔥 Flexible to accommodate class schedule or other predetermined circumstances
- 🔥 Upon hire through the end of July
- 🔥 Potential to grow into a part-time or full-time position

The Copper River Group is a company with a specialized focus in the financial industry. The applicant will learn about fintech, technology solutions, and the amount of detail it takes to negotiate very large contracts. This job will be different every day; the applicant needs to be able to be flexible, organized and focused.

Applicant must be willing to execute a Non-Disclosure agreement and a Code of Conduct.