



# International Association of Fire Chiefs

8251 Greensboro Drive, Suite 650 • McLean, VA 22102  
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<b>TITLE OF POSITION:</b>	Salesforce Data Intern
<b>POSITION TYPE:</b>	Hybrid, 3-6 months
<b>DEPARTMENT OR OFFICE:</b>	IT Department
<b>SUPERVISOR'S TITLE:</b>	Digital Manager & IT Administrator
<b>FLSA STATUS:</b>	Non-Exempt

## Company Description

The International Association of Fire Chiefs (IAFC) has represented the leadership of over 1.2 million firefighters and emergency responders since 1873. IAFC members are globally recognized leaders in firefighting, emergency medical services, terrorism response, hazardous materials management, disaster recovery, and public safety legislation. The organization's mission is to provide leadership, education, resources, and representation to empower emergency service professionals worldwide. IAFC fosters innovation, collaboration, and professionalism within the emergency response community.

**Job Summary:** The Salesforce Data Cleaning Intern will identify and fix inaccurate, incomplete, duplicate, or outdated records to ensure high-quality, trusted data for reporting and operations.

## Key Responsibilities:

- Review and clean Salesforce records (leads, accounts, contacts, opportunities, email templets)
- Help manage users, profiles, and permissions
- Correct incomplete, outdated, or incorrect data
- Identify and remove duplicate records
- Standardized fields (names, emails, phone numbers, addresses, industries, etc.)
- Support the Salesforce Admin with ongoing data maintenance tasks
- Generate basic Salesforce reports to track data quality
- Support internal teams with Salesforce issues
- Follow-up with departments regarding bad emails notified via Salesforce

## Required Skills & Qualifications:

- Basic understanding of Salesforce (Admin-level knowledge preferred)
- Familiarity with CRM data (Leads, Accounts, Contacts)



- Strong attention to detail
- Basic Excel or Google Sheets skills
- Ability to follow instructions and data standards
- Good organizational skills
- Excellent verbal, written and oral communication skills, fluent in English.
- Strong skills in using Microsoft Office suite, basic knowledge of web-based content management systems, and virtual meeting platforms such as Microsoft Teams, social media platforms, ZOOM, and other relevant software.
- Analytical self-starter with thorough attention to detail and with the ability to organize, prioritize, and manage multiple projects/deadlines simultaneously.
  
- Strong interpersonal skills and the ability to communicate complex concepts at all levels.
- Strong research, administrative, and organizational skills, including streamlined and efficient file and document management using cloud-based Microsoft SharePoint, Microsoft Office, Teams, Monday.com, and Salesforce.
- The ability to collaborate with peer team members, leadership, and external stakeholders professionally, and the willingness to take initiative.
- Ability to work independently with moderate direction and work well in collaborative, diverse, virtual, and in-person settings.
- Ability to work in an environment of rapidly changing priorities and meet deadlines.

#### Relevant Experience:

- Study under Computer Science Department
- Salesforce Trailhead completion
- Experience with Salesforce reports and dashboards
- Understanding of data deduplication tools
- Internship or project experience with CRM systems
- Experience working virtually and in-person with a hybrid team.
- Ability to think strategically and develop comprehensive plans.
- Strong attention to detail, ability to multitask, and manage various tasks simultaneously.

#### Working Conditions

- This position may be based at IAFC offices with hybrid flexibility as approved.
- Standard business hours with additional hours required during peak planning periods and onsite events.
- Travel is required to support IAFC events, including FRI and other conferences.



- Ability to stand for extended periods and lift light to moderate equipment when onsite.
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### Why Join IAFC

IAFC offers the opportunity to support mission-driven events that serve the fire and emergency services community. This role plays a critical part in delivering professional, high-impact experiences for IAFC members, partners, and stakeholders across the globe.

Please apply on LinkedIn at <https://www.linkedin.com/jobs/view/4371440015>