



Intern – CREW Boston Expert Database Project (Project-Based Role)

About CREW Boston

CREW Boston is committed to advancing women in the commercial real estate industry by creating opportunities for visibility, leadership, and professional growth. As part of our ongoing mission to elevate the voices and expertise of our members, we are launching a project to develop a comprehensive database of subject-matter experts to support public speaking requests and thought-leadership opportunities.

Position Summary

CREW Boston is seeking a detail-oriented, self-motivated **Intern** for a **project-based assignment** to research, compile, and organize publicly available information on our 650+ members. The goal of this project is to create an accessible, searchable database of experts that helps position CREW Boston members for speaking engagements, media opportunities, and industry visibility.

This role is ideal for a student or early-career professional interested in commercial real estate, communications, research, or data organization.

Key Responsibilities

- Conduct public information research on CREW Boston members to identify areas of expertise, speaking experience, professional accomplishments, and relevant background.
- Review and verify information using publicly accessible sources such as LinkedIn, company websites, industry publications, awards, and conference speaker lists.
- Enter and organize data into a structured database or tracking system.
- Develop tagging categories (e.g., asset type, functional role, leadership experience, speaking topics).
- Coordinate with CREW Boston leadership to refine data fields, format, and searchability.
- Ensure data accuracy, consistency, and completeness.
- Provide periodic progress updates and a final project summary.

Qualifications

- Strong research and analytical skills with attention to detail.
- Familiarity with online research tools and professional profiles (e.g., LinkedIn).
- Experience with Excel, Airtable, or similar database/CRM tools.
- Excellent written communication skills.



- Ability to work independently, manage time effectively, and meet milestones.
- Interest in commercial real estate, gender equity, communications, or nonprofit work is a plus.

Project Details

- **Project-based internship** with flexible hours.
- Expected project duration: 12 weeks
- Remote or hybrid work available.
- Stipend: \$3,000 + compensation for any subscription based software tools

To Apply

Please send your resume with a cover letter to laura@crewboston.org by Friday, March 13, 2026