**Systems and Procedures Specialist Internship**

The Systems and Procedures Specialist is a part-time internship funded in part by a grant from Wyoming Workforce Services. The internship is for 25 hours per week starting in April, 2021, and ending 12/31/2021.

In an effort to help prepare the organization for growth, this internship is designed to identify, analyze, and catalogue current systems and processes, and to assist in developing a comprehensive set of Standard Operating Procedures (SOPs) with software integration, for the governance and operation of the organization. The project is in line with a specific objective in the organization's multi-year strategic plan, which is supported by the Board of Directors.

**Position Summary:**

- Expand the organization’s understanding and use of current software systems and comparing those systems to others on the market. Make recommendations for enhanced software usage so as to create organizational efficiencies, reduce reliance on spreadsheets, improve animal records management and adopter experience

- Help prepare the organization for growth and expansion by ensuring policy and process integrity, integration, and perpetuation.

- Assist in clarifying roles, responsibilities, and agency for board, staff, and volunteers - this is a goal specifically incorporated into the organization’s strategic plan.

**Knowledge Skills, and Abilities:** A qualified candidate will possess good interpersonal skills, technical and narrative writing ability, familiarity with cloud-based software applications

- Software analysis, technical and policy writing, organizational processes, financial controls, research, and teamwork
- Work autonomously toward defined goals, and an entrepreneurial interest or mindset.

**Education and Experience:**

All relevant experience will be considered.

**Working Conditions and Travel:**

This position is eligible for remote work, provided the incumbent is able to travel to BDAR’s headquarters in Cheyenne as needed in their own vehicle. This includes, at a minimum, once per week meetings with staff leadership. Office conditions may include exposure to animals, animal-related noise and smells, construction, and interactions with various stakeholder groups including volunteers and the public. If preferred, an onsite workspace can be provided, including a desktop computer.
Compensation and Benefits

- This is a part-time, non-exempt position. Funding is for 25 hours per week paid at $15/hour from April-December, 2021.
- BDAR does not offer medical benefits
- Flexible scheduling
- Remote work
- Ability to bring pets to work

To apply, please send a resume and cover letter to britney.wallesch@bdar.org. Vacancy closes March 26th.