

Job Title: Strategic Software Development Intern

Status: Unpaid - Remote

Department: Technology & Records

Reports to: Owner, Founder, CEO

Revision Date: 08/2025

POSITION SUMMARY:

The Software Development Intern designs and builds digital systems that support the organization's core functions. This role focuses on creating and improving software for recordkeeping, class registration, employment tracking, financial management, and other operational needs. The intern will develop tools that streamline processes, enhance data accuracy, and improve the user experience for staff and participants. This position blends technical problem-solving with collaboration, ensuring that technology solutions are secure, scalable, and aligned with organizational goals.

KEY RESPONSIBILITIES:

- ★ Assist in designing and developing software systems for recordkeeping, class registration, employment tracking, and financial management
- ★ Write, test, and debug code to ensure functionality, security, and usability
- ★ Integrate databases, APIs, and other systems to support data storage and workflow automation
- ★ Maintain and update technical documentation for developed applications
- ★ Troubleshoot and resolve software bugs or performance issues
- ★ Join once-weekly team meetings to review project progress and plan upcoming development tasks

REQUIRED QUALIFICATIONS:

- ★ Moderate/ Advanced understanding of computer science or software design.
- ★ Proficiency with spreadsheets and Google Workspace or Microsoft Office
- ★ Attention to detail and commitment to confidentiality
- ★ Must be enrolled in an Internship academic course

PREFERRED QUALIFICATIONS:

- ★ Coursework or experience in computer science, software design, and coding.
- ★ Interest or experience in computer science or software design.
- ★ Willing to lead or teach camps and workshops on occasion
- ★ American Red Cross Instructor or similar certifications

IDEAL DEGREES:

- ★ Software Engineering
- ★ Computer Science
- ★ Health Information Management & Technology
- ★ Information Technology and Data Science



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