Inventory Systems Development Intern

Ronald McDonald House Inland Northwest | Hybrid (remote and on-site)

Organization mission: Ronald McDonald House Inland Northwest provides essential services that remove barriers, strengthen families and promote healing when children need healthcare.

Works alongside the management team to create an inventory system tracking supplies within the House. The program will help the team communicate and track supplies, ensuring supplies don't run out. This project can go a step further by inputting the pantry inventory online so meal programs can easily view what's available to them.

Key Responsibilities

- Collaborate with the management team to assess inventory needs, current supply processes, and opportunities for improvement.
- Assist in developing a user-friendly digital inventory system using AI tools, computers, iPads, and Microsoft Excel.
- Create and maintain digital tracking tools to monitor supply quantities, usage, storage locations, and restocking needs.
- Explore ways to improve team communication and establish a process for identifying and replenishing low inventory.
- Assist in inputting the pantry inventory on the website, allowing meal program participants to view available food supplies when planning meals.
- Test the system, gather staff feedback, and develop basic training materials and recommendations to support long-term use and sustainability.

Qualifications

- Minimum of 18 years old.
- Present valid driver's license or student ID.
- Attend a 2-hour orientation.
- Student must be dependable, trustworthy, trauma-informed, flexible and willing to work independently.

Details

- Duration: 6-8 weeks.
- Hours: 6-8 hours a week.

- Scheduling: Regular weekly shifts are required for this role.
- Location: Hybrid option, remote and on-site.