

Data Insights & Impact Specialist Internship

Help Transform Data Into Lifesaving Decisions

We are seeking a motivated Data Insights & Impact Intern to help strengthen data accuracy, improve reporting systems, and turn shelter data into actionable insights that support lifesaving outcomes for dogs and cats in our care. This role blends research, data analysis, and system optimization. This internship requires 100 hours to complete.

ABOUT THE ROLE

This internship focuses on improving how data is collected, maintained, analyzed, and used across the organization. The intern will help ensure our systems contain accurate, complete, and actionable information that supports better decision-making, stronger programs, and increased lifesaving capacity.

KEY RESPONSIBILITIES

- Audit animal and people records for accuracy and completeness
 - Ensure animals have correct attributes, notes, and categorization within the database
 - Review foster, adopter, and volunteer records to maintain current and accurate information
 - Identify gaps in data collection and recommend improvements
 - Research best practices for animal welfare data tracking and reporting
 - Pull and analyze data to support operational decision-making
 - Identify trends that help guide resource deployment, community outreach, and program priorities
 - Develop tools or systems that improve database consistency and usability
 - Build a project plan with timelines, measurable goals, and outcomes
 - Implement and track a data-focused improvement project
 - Measure results and quantify impact
 - Present final findings and recommendations to staff and board leadership
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PROJECT GOALS

- Improve overall database accuracy and consistency
- Strengthen data-driven decision making across departments
- Increase efficiency through improved reporting and tracking systems
- Support strategic deployment of community resources and programs
- Improve operational insights that contribute to increased lifesaving outcomes

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- Create sustainable systems for long-term data quality management
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DELIVERABLES

- Data audit summary and improvement recommendations
 - Updated tracking systems, workflows, or reporting tools
 - Research summary on animal welfare data best practices
 - Quantifiable project outcomes and impact report
 - Final presentation to leadership and board
 - Written recommendations for long-term implementation
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WHAT YOU WILL GAIN

- A professional portfolio showcasing data analysis and systems improvement work
 - Formal letter of recommendation
 - Certificate of completion
 - Hands-on experience in nonprofit operations and animal welfare data systems
 - Experience translating data into operational strategy and measurable impact
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IDEAL CANDIDATE

- Interest in data analytics, nonprofit operations, animal welfare, business intelligence, public administration, or research
 - Strong attention to detail and organizational skills
 - Comfortable working with spreadsheets, databases, and reporting tools
 - Ability to identify patterns and translate data into actionable recommendations
 - Strong communication and problem-solving skills
 - Self-motivated and comfortable managing a project from start to finish
 - Enjoys working collaboratively with staff and volunteers
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This is a hands-on internship with real organizational impact. Your work will directly support smarter decision-making, stronger operations, and improved outcomes for dogs and cats in our care.