IT/Software Development Intern

Green Grease Environmental Services · Hybrid or Remote · Paid Internship

About Us

Green Grease Environmental is built around a “Triple Bottom Line.” As a for-profit business, we aim to create real benefits for the environment and our community alongside our financial results.

Our work picks up where the fryer leaves off. We collect used cooking oil from kitchens, clean it to the required specifications, and supply it as a raw material for renewable fuel. That oil becomes biodiesel and renewable diesel, cleaner-burning fuels that replace conventional diesel. They serve as a bridge to the clean energy economy, lowering transportation emissions today while longer-term solutions take shape.

We are proud to be rooted in a historically underserved neighborhood. Working with local colleges and community outreach organizations, we offer on-the-job training and apprenticeships that open doors to jobs and new skills for our neighbors. At the same time, we are restoring abandoned and neglected land in the area.

Position Overview

Green Grease is seeking an ambitious and technically curious intern to help develop and deploy **Enzo**, our AI-powered dispatch and operations system. This role is ideal for someone interested in artificial intelligence, operations management, logistics, business process automation, workflow optimization, grant administration, and organizational development. The intern will work directly with company leadership to document dispatch processes, build AI workflows, organize operational data, test automations, and help train Enzo to support routing, scheduling, customer communication, operational decision-making, and strategic growth initiatives.

The intern will also support the identification, application, administration, execution, and compliance of industry certifications, government programs, grants, and funding opportunities that help drive sustainability initiatives, operational improvements, workforce development, and company growth.

This is a unique opportunity to help build a real-world AI system while contributing to strategic projects that support the growth and modernization of a leading environmental services company.

About Enzo

Enzo is Green Grease’s AI-powered dispatcher and operations assistant. The system is being developed to support scheduling, routing, customer service, operational decision-making, business intelligence, workflow automation, and operational excellence across the company. The platform will also support documentation, reporting, compliance tracking, and strategic initiatives that strengthen Green Grease’s growth and sustainability efforts.

Key Responsibilities

AI Development & Training

- Help document dispatch procedures, business rules, and operational workflows
- Assist in training and refining Enzo’s knowledge base and decision-making processes
- Test AI-generated recommendations and identify opportunities for improvement
- Develop and organize prompts, automation workflows, and operating procedures
- Support implementation of AI tools that improve efficiency and service quality

Dispatch & Operations

- Analyze route planning and dispatch workflows
- Identify bottlenecks and inefficiencies in scheduling and service coordination
- Help develop standard operating procedures that can be automated through Enzo
- Monitor operational metrics and recommend process improvements
- Assist with customer communication workflows and service tracking

Data & Analytics

- Organize operational data from dispatch, service, and customer systems
- Create reports and dashboards that support decision-making
- Analyze trends in routing, service frequency, and resource utilization
- Validate data accuracy used by AI systems

Business Process Improvement

- Interview team members and document institutional knowledge
- Map business processes and identify automation opportunities
- Assist with implementation of new technology solutions
- Help manage projects related to Enzo’s development roadmap

Certifications & Grant Administration

- Research and identify relevant certifications, grants, incentives, rebates, and funding opportunities
- Assist with preparing, submitting, and tracking certification and grant applications
- Coordinate supporting documentation, records, and application requirements
- Support execution of funded projects to ensure milestones, deliverables, and reporting requirements are met
- Maintain grant and certification compliance records, renewal schedules, and reporting deadlines
- Communicate with government agencies, industry organizations, and funding partners as needed
- Track project outcomes and gather data required for grant reports and certification audits
- Assist leadership in maximizing available funding opportunities and certification benefits
- Support workforce development, environmental compliance, sustainability, and operational improvement initiatives tied to grants or certification programs

Qualifications

Required

- Currently pursuing or recently completed a degree in Business, Information Systems, Computer Science, Engineering, Data Analytics, Operations Management, Public Administration, Environmental Studies, or a related field
- Strong analytical and problem-solving skills
- Exceptional organizational skills and attention to detail
- Ability to learn quickly and work independently

- Strong written and verbal communication skills

Preferred

- Experience with AI tools such as ChatGPT, Copilot, Claude, or similar platforms
- Understanding of workflow automation and business process design
- Experience with Excel, Power BI, Microsoft 365, or data analysis tools
- Interest in logistics, dispatch, transportation, field service operations, environmental services, or economic development
- Familiarity with grant writing, research, or compliance documentation
- Familiarity with databases, scripting, or no-code automation platforms

What You'll Learn

- Real-world AI implementation in a business environment
- Dispatch and logistics operations management
- Process automation and workflow engineering
- Data analysis and operational reporting
- Product development and AI system deployment
- Grant research, application management, and funding administration
- Certification compliance and program management
- Government, environmental, and industry incentive programs
- Strategic project execution and regulatory documentation
- Startup-style problem solving and innovation

Success in This Role

By the end of the internship, the successful candidate will have helped:

- Expand Enzo's operational knowledge base
- Automate key dispatch and scheduling processes
- Improve efficiency of Green Grease operations
- Document critical business processes
- Secure and support certification and grant initiatives
- Implement funded operational improvement projects
- Create systems that scale with company growth

Position Details

Title	IT/Software Development Intern
Company	Green Grease Environmental Services
Location	Hybrid or Remote
Hours	Flexible (15–30 hours/week)
Duration	6–12 months (with potential extension)
Compensation	Paid Internship