**Come join a Top Workplace USA on the Corporate Team at our Boulder, CO location**

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| **PURPOSE:** |
| As a Compliance Intern for 2022 at Aurora Organic Dairy, you will have the opportunity to gain practical work experience and learn all facets of the organic compliance function in the unique context of a vertically integrated organic dairy company. From crop and livestock to processing and handling, the Compliance Department collaborates with key personnel across the company to maintain organic certification across all dairy farms and processing plants. Specific learning areas include monitoring, auditing, organic compliance, review, reporting and recordkeeping. Reporting includes assessing and communicating areas of risk to operations through consistent interaction and developing subject matter expertise. Recordkeeping includes data entry, file systems, reconciliations, and contributing to the compliance document control system. This position will be located primarily at our corporate headquarters in downtown Boulder, CO with travel including short monthly visits to our dairy locations in Colorado and Texas.  The tentative dates of this internship are April 1st to September 30th and the selected intern will be asked to present a topical reporting and recordkeeping meeting to the farm teams at the conclusion of the internship.**All new hires must provide documentation of at least the first dose of a vaccine on or before your start date and be fully vaccinated within 45 days of your start date, in accordance with state and federal regulations.**  |
| **ESSENTIAL RESPONSIBILITIES:** |
| * With the assistance of the Director of Organic Compliance and Senior Compliance Specialist, develop an understanding of the Company’s vertically integrated business model and approach to organic compliance.
* With the assistance of the Director of Organic Compliance and Senior Compliance Specialist, successfully develop a presentation for the farms where a summary of reporting and recordkeeping are discussed. The presentation will combine an internal assessment of identified organic compliance risk areas to the farm operations with a mitigation recommendation component.
* Conduct routine monitoring and auditing of farm operation records.
* Support organic recordkeeping requirements including conducting internal record assessments, data entry, reconciliations, and reviews for the Compliance Department.
* Maintain effective and timely written and verbal communications including monthly summary reports of farm record reviews and reconciliations.
* Support and contribute to document control systems including the handling, tracking, and processing of policies, procedures, programs, work instructions and recording forms for the Compliance Department.
* Organize the flow of both electronic and hard-copied controlled documents, files, and resource materials.
* Perform these and other duties, as assigned, both independently and as a member of a team.

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| **3.  OTHER RESPONSIBILITIES:** |
| * Participate in compliance department organic competency projects and collaboration meetings.
* Other tasks as assigned.
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| **4. KNOWLEDGE & EXPERIENCE:**   |
| * Must be enrolled in a college degree program, preferably with a compliance and regulatory emphasis.
* Preference will be given to local candidates (Boulder, CO and surrounding areas).
* Proficiency in Microsoft Excel and PowerPoint.
* Strong written and verbal communication skills.
* Natural tendency to think in an analytical/critical manner.
* Heightened attention to detail, quality, and accuracy of work.

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| **5. PHYSICAL REQUIREMENTS:** |
| * Must be able to sit for extended periods in an office environment working with a computer as well as walking, climbing, bending, stooping, and working in adverse environments. Lift up to 50lbs at times.
* Available for scheduled travel to remote facilities via automobile or airline.

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