



Human Resources Intern

Internship Description:

Apply your knowledge to real-world human resources processes and reporting with our experienced HR team. Our non-profit organization is dedicated to providing you with valuable learning opportunities as you share your ideas and creativity with the team.

In this role, you'll get to:

- Coordinate recruitment efforts to managers to ensure a great candidate experience.
- Assist in the onboarding process to ensure employees first 90 days are memorable
- Be involved in preparing and rolling out special benefit open enrollment
- Assist with developing engagement tools
- Partner with HR to utilize HR processes and digital tools
- Provide research on best practices for increasing engagement in an ever-changing world
- Be challenged every day and help solve HR challenges
- Attend and represent Grace Place at career fairs

The ideal candidate would be:

- Grace Place Student or alumni
- A rising High School Senior, recent graduate or college student currently enrolled in an undergraduate program (HR, Psychology, or related major)
- Minimum GPA of 3.0
- Strong interpersonal, analytical and communication skills
- The ability to work in a dynamic, collaborative environment
- Ability to work with all levels of the organization
- Ability to work independently
- Ability to exhibit integrity and confidentiality in all matters
- Strong problem-solving skills
- Experience using Microsoft Office Suite including Word, Excel, PowerPoint, and Outlook

Your overall responsibilities are:

- Attend orientation and regular check-ins
- Arrive on-time and ready to work
- Communicate regularly and report problems to the program manager or mentor
- Regularly check emails
- Wear name badge at all times when on campus.
- Complete intern survey
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Benefits to you:

- Shadowing, mentoring, and training opportunities with our experienced team of HR professionals
- Hands-on application of HR principles in a fast-paced work environment
- Opportunity to attend weekly meetings and occasional networking events