



## POSITION DESCRIPTION

**Job Title:** Human Resources Intern

**Reports to:** Director of HR

**Hours/Position:** Part-time, non-exempt – limited term paid internship

We are looking for a Human Resources Intern to start immediately.

**Summary:** The Human Resources (HR) Intern performs a variety of duties to support of Human Resources Department. This position will call upon a wide variety of skill sets including verbal and written communications, digital and social media platforms. The HR Intern must possess a level of maturity, confidence and confidentiality, while also being attentive, accountable, and responsive.

### General Duties/Responsibilities

- Provide support with recruiting needs:
  - Phone screen candidates, scheduling interviews, update job postings and advertisements
- Assemble new hire packets
- Organize various employee records including, employee files for active and terminated employees
- Scan and upload forms to employees' electronic files in the HR system
- Filing paperwork in hard copy files
- Helps to maintain accurate data in the HR systems and department spreadsheets
- Assists with day-to-day administration needs
- Will assist with special projects for department
- Perform other duties as requested

### Qualifications:

- Pursuing a degree in Human Resources, Business Administration, Communication, or related field
- Proficiency in Microsoft Office
- Excellent organizational skills with ability to coordinate and manage multiple tasks simultaneously, keen ability to properly prioritize tasks as well as attention to detail
- Must present a professional image
- Must be able to maintain confidential information

*I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_