

# INTERNSHIP OPPORTUNITY

## Human Resources Intern

TITLE OF INTERNSHIP: **Human Resources Intern**

REPORTS TO:

Chief Operating Officer/Vice President of Character Education

GOAL OF PROJECT AND LEARNING OBJECTIVES:

The Human Resources intern will have exposure to the creation of an employee handbook from start to finish. The HR intern will gain experience in developing professional relationships and then managing those connections. Finally, the HR intern will develop an understanding of nonprofit organizational systems and practices.

INTERN DUTIES AND RESPONSIBILITIES:

- Review current Human Resources materials and help create and format an employee handbook
- Organize and create systems for maintaining information and put those into place
- Contact external professionals (with support) to assist in the recruitment, implementation, and management of an advisory board

INTERN REQUIREMENTS AND QUALIFICATIONS:

PREFERRED AREAS OF STUDY/MAJORS: English, Education, Non-Profit, Other

MINIMUM GPA/CLASS STANDING: 2.5

SKILLS: Organizational skills, Proofreading

COMPUTER/TECHNOLOGY EXPERIENCE: Basic technology skills

DESIRED HOURS: 15-30 hours/week

TO APPLY:

Send your resume and a cover letter stating why you want to intern with us and what skills make you a great candidate for this internship. Send to [kathie@becauseisaidiwould.org](mailto:kathie@becauseisaidiwould.org) with "Internship Application" in the subject line.

20525 Center Ridge Road, Suite 500, Rocky River, OH 44116

216.226.3770

[becauseisaidiwould.org](http://becauseisaidiwould.org)

[hr@becauseisaidiwould.org](mailto:hr@becauseisaidiwould.org)

because  
I said  
I would.