



Human Resources Intern

The Action Center has for-credit intern learning opportunities available for students seeking undergraduate and graduate degrees in related fields of learning. Candidates applying for internships must be working with their school's internship program to be eligible. The intern will be responsible for completing all school requirements and the Action Center agrees to uphold a learning environment with increasing responsibilities and challenges as the semester moves forward.

Position Overview: This position reports to the Director of Human Resources and Business Operations and interfaces with the Office Manager and Senior Project Manager. The intern may gain exposure to the following functional areas:

- Benefits Administration
- Human Resources Administration
- Compensation planning, design, management
- Records management
- Project management
- Organizational and Management training

Specific responsibilities may include:

- Researching new benefits options
- Recommending content for new agency intranet
- Assisting in processes related to recruitment, onboarding and exiting staff
- Reviewing and editing current job descriptions
- Participating in creating a new compensation structure
- Evaluating compliance with agency's record retention policies
- Evaluate, recommend and coordinate specific management training opportunities
- Assisting in creating staff training records

Skills the intern can learn:

- Exposure to non-profit benefit plan assessment, development and administration
- Broad based experience in all aspects of Human Resources Management
- Specific experience in creating a new compensation structure in a non-profit environment with emphasis in using multiple sources of market data
- Challenges facing an organization's responsibilities regarding management

Time Commitment: As determined by the school

Schedule Options: Flexible

Qualifications: Proficiency in research methods
Coursework in all aspects of Human Resources Management

Positions Available: 1 per semester

Procedure for Applying:

If the internship description matches the need for experience in your field of learning and you are interested in applying, please follow the following steps:

1. Contact your school's internship program to indicate your interest.
2. Have the school provide you with their program requirements and sample agreement.
3. Forward your school's program requirements and sample agreement, your resume and a cover letter expressing your interest in which internship position to: interns@theactioncenterco.org.
 - a. Optional: Your school can contact us directly with the same information listed above if it is preferred.
4. If we have an opening and are interested in interviewing you, you will be contacted for an interview.
5. Due to the limited resources of our organization, only applicants which follow the above steps will be considered for an internship.