

HUMAN RESOURCES INTERNSHIP

Willow is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team at a historic moment in our history to help fulfill our vision of a community free from domestic violence.

Introduction

The Human Resources intern will directly assist the human resources function with a wide range of projects related to HR recruiting, onboarding/orientation, compliance, benefits, and general HR administration. As a result of this internship at Willow, the HR intern will gain a better understanding of the important role that HR can play in a non-profit setting, and be better prepared to work in human resources in the non-profit sector. The HR intern will also have opportunities to gain professional skills and experience by working closely with finance and grant administration, and networking with residential, development, and other program and administrative functions at Willow. This internship is unpaid and will be fully compliant with academic requirements for credit. Semester, term, or project assignments are available.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources Intern will have the opportunity to engage in and learn the practical application of the following:

- Steps in the recruiting and hiring process, including: posting job openings, reviewing resumes, conducting telephone and in-person interviews, creating offer letters and other onboarding activities.
- The importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.
- The interrelationship of HR and Finance in the areas of new employee paperwork, payroll actions related to onboarding and termination, use of a payroll management system, and report generation.
- Employee benefit management issues related to plan renewal and open enrollment, benefits enrollment and termination, troubleshooting employee benefits issues, and the customer service aspect of benefits administration.

QUALIFICATIONS

- Current enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Human Resources, or non-profit management/administrative fields
- Ability to prioritize tasks and handle numerous assignments simultaneously
- Ability to recognize and maintain confidentiality of information
- Sound judgement and decision-making ability
- Self-motivation
- High degree of organizational skills and attention to detail
- Proficient in Microsoft Office and internet applications
- Student Member of SHRM a plus.

WORK SCHEDULE

Flexible days and hours to be determined.

HOW TO APPLY

Applications accepted on an ongoing basis throughout the year.

Please submit cover letter and resume by mail or email:

Mail: P.O. Box 39601, Rochester, NY 14604 **OR** **Email:** HR@willowcenterny.org

Please indicate "HR Intern" in the cover letter or subject line.

No phone calls please.