

## Human Resources Intern Summer Internship in Menlo Park LifeMoves

**Position Title:** Human Resources Intern

**Main office location:** LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

**Time Commitment:**

- **10 weeks: June 12<sup>th</sup> – August 18<sup>st</sup>**
  - Full time (40 hours/week)

**Position Details:**

The LifeMoves summer HR intern will be deeply involved in the inner-workings of the agency's Human Resources Department. They will assist with a broad range of activities consisting of: recruitment support, special events planning, employee recognition, record keeping, and onboarding/off boarding of staff.

**Responsibilities May Include:**

- Posting of open job positions and screening of incoming resumes
- Work with HR team on employee recognition plan/activities.
- Assist with updating of personnel files and other record keeping.
- Work with HR on activities related to the onboarding and off boarding of agency staff
- Assist with planning of summer picnic event
- Complete special projects and provide organizational support as assigned

**Position Requirements/Preferred Skills:**

- HS Diploma and some college
- Very strong writing and proofreading skills
- Profound attention to detail
- Proficiency in MS Office Suite, particularly Outlook, Word, Excel, and PowerPoint
- Diligent work ethic, positive attitude, and desire to learn about LifeMoves HR business management techniques

**Learning Outcomes:**

- Hands-on engagement in human resources for one of the largest and most effective non-profit agencies serving homeless populations in the SF Bay Area
- Insight into executive-level strategic decisions affecting the agency's short and long-term growth
- Networking opportunities for career development with LifeMoves staff, volunteers and partner agencies.

**Compensation:** Unpaid

**Supervisor:** Vice President of HR, Anne Jarchow