



Position Name: Human Resources Internship

GENERAL FUNCTION: This position works closely with the Human Resources Team for Volunteers of America Western Washington. The Human Resources Assistant supports the processes in the Human Resources Department by assisting with the administration of the day-to-day operations. This is an excellent opportunity to gain experience in all aspects of Human Resources including planning and development, employee relations, administration, employment law, recruitment, hiring, interviewing and training.

PRINCIPLE ACTIVITIES: HR Assistant assists with:

- Maintaining employee files and the HR filing system
- Recordkeeping
- Recruiting, interviewing and hiring
- Performance management and tracking systems
- New employee orientation
- Employee relations and communication
- Implementation of policies and services
- General clerical duties including typing, faxing, photocopying, etc.
- Special projects and other duties as assigned

QUALIFICATIONS:

- The ideal candidate is pursuing a degree in Human Resources, or related field
- Strong organizational skills and ability to multitask required
- Demonstrated high level of confidentiality

- Excellent communication/customer service skills
- Proficiency in MS Office including Excel
- Ability to work under pressure and deadlines
- Ability to follow directions
- Ability to work independently as well as in a team

PHYSICAL REQUIREMENTS:

- Works in office areas. Interacts with staff, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to lift up to 10 pounds. The vision requirement includes: close vision.

If you are interested, please submit a cover letter and resume to Kimberly Conant, HR Vice President, at: kconant@voaww.org

If you have questions about this internship, please call 425-259-3191 x.2206

General Length of Internship: 6 months to 1 year (year round)

Location: Everett, WA, 98201

Opportunity Type: Administration

Contact: [Kim Conant](#) - 425-259-3191 X2206