

https://newamericanpathways.org/?post_type=jobs&p=10087

HR INTERN

Description

This internship requires a minimum commitment of 15-20 hours per week for 4 months in the New American Pathways office.

New American Pathways is a local 501(c) 3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their pathway to succeed. By matching peoples' unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.

This position is intended to provide qualified interns with opportunities to learn through experience about many aspects of human resources in a nonprofit organization. In this role, the intern will have the opportunity to apply and refine his/her skills related to program support, logistics and coordination of office processes/procedures, recruiting and training staff, and other office management functions.

Responsibilities

Essential Job Functions:

- Assist the HR Coordinator with maintaining and auditing personnel records on all employees and contractors
- Assisting in creating and providing input on training presentations, helping with the coordination of trainings and other learning and development document management activity
- Assist the HR Coordinator with various projects including HRIS auditing, surveys, and trainings
- Assist with conducting Background and MVR checks
- Carrying out administrative support tasks such as making phone calls, copying and filing, and sending emails
- Other HR projects as assigned

Qualifications

- Ability Completed coursework in Business Administration, Nonprofit Management, Human Resource Management or a related field
- Ability to communicate effectively with people of various ethnic backgrounds in written and oral form
- Ability to prioritize tasks and handle numerous assignments simultaneously
- Keen attention to detail
- Proficient in Microsoft Office programs and internet applications
- Excellent organizational and time-management skills
- Ability to be flexible in a high-paced environment

Industry

Human Resources

Employment Type

Internship

Duration of employment

4 Months

Working Hours

15-20 hours per week

- High-level of maturity, and ability to maintain confidentiality while working with sensitive information
- Self-starter with a productive workstyle
- Previous experience working in multicultural and nonprofit organizations desired
- **Credentials:** Current or recent enrollee in a graduate or undergraduate degree program with an interest and aptitude to work in Human Resources or non-profit management/administrative fields

Contacts

Interested candidates may submit their application, resume and cover letter to volunteerengagement@newamericanpathways.org, no phone calls or emails please. This is a non-paid internship. Students may receive credit.

About New American Pathways:

New American Pathways is a local 501(c) 3 nonprofit that helps refugees from the moment of arrival in Georgia through their journey to citizenship. Our specially designed programs provide proven pathways for refugees and other immigrants to realize their full potential and dreams as they build new lives. Our comprehensive model is unique. We begin with resettlement services and offer steady guidance and advocacy for each family as they pursue jobs, education, cultural integration, individual and female empowerment, and whatever each person needs on their pathway to succeed. By matching peoples' unique assets with opportunities in the community, we ensure that each new American we serve can succeed, strengthen the American workforce, and help Georgia thrive.