



## International Human Resources Intern

We are searching for an International Human Resources Intern to join our team.

The International Human Resources Intern will be responsible for developing and implementing strategies for international team engagement as well as documenting HR processes and maintaining HR records. The responsibilities will span multiple departments. The ideal candidate can listen well, pivot and collaborate. This role will work closely with the Office Administrator and Accountant to consistently deliver on HR objectives.

Core Responsibilities may include:

- Develop and implement strategies for fostering international team camaraderie.
- Create, manage, and develop sustainable strategy for internal employee newsletter.
- Document HR processes and policies (examples: orientation handbook, volunteer recruitment process, etc.)
- Develop and present recommendations for volunteer programs.
- Update and organize personnel records: employees, Board members, volunteers and interns.
- Develop and implement strategies for organizing HR files on shared drives.
- Curate and distribute training resources.
- Research and write grants for nonprofit staff trainings and retreats.
- Monitor trends in the field and develop recommendations.
- Present reports on projects.
- Collaborate with fellow interns.

Candidate Skill Set

- A heart for service.
- Creative and highly motivated.
- Prior HR experience preferred.
- International acuity preferred.
- Experience using Google and Microsoft products.
- Active listening and skillful communication (clear, honest and respectful).
- Ability to adapt and work efficiently in a dynamic environment with deadlines.
- Agreement and personal commitment to the Christian values of the organization.

Additional Details

- In-person/onsite (office located in Dillsburg, PA)
- 10-25 hours/week (hours flexible; based on class schedule)
- Schedule: Monday-Thursday onsite, Fridays remote

To Apply: Email your resume and cover letter to [info@forgottenvoices.org](mailto:info@forgottenvoices.org).

