

Internship Description

Department: Human Resources

Reports to: Director of Human Resources

Location: West Rogers Park

The Human Resources intern performs a wide variety of tasks in support of the human resources function of RefugeeOne. Learning objectives are established at the beginning of the internship and all activities are carried out under the supervision of professional staff.

The intern will observe and/or assist with:

- Logistics of recruitment and hiring; ensure that job requisitions have been completed, develop job postings, coordinate placement of external postings, work with hiring manager to develop screening tools and arrange interviews
- Onboarding process for new hires including: background checks, E-verify and I-9 processes
- Goal-setting and performance management process
- Maintenance of personnel, intern and volunteer files
- Occasionally work with refugee clients to prepare resumes, prepare for and attend interviews
- Other duties as assigned

Time Commitment

- 32 hours per week
- Must attend all-staff quarterly meetings and events

To apply, send resume and cover letter to Alexis Wardius at awardius@refugeeone.org

NO PHONE CALLS PLEASE