



Title: **HR Operations Intern**  
Reports To: Director of Human Resources  
Type: Internship (unpaid)  
Duration: Ongoing

**Position Summary:**

Join our Human Resources team as an HR Operations Intern and gain hands-on experience in the heart of Human Resources! You'll assist with vital administrative and operational tasks, offering a behind-the-scenes look at HR processes and making a real difference in our organization. Ideal candidates will be detail-oriented, have a high level of technology competency, and skilled at organizing digital files.

This internship is perfect for those pursuing a degree in Human Resources, Business Administration, or a related field, but we are also open to professionals looking for a way to give back. If you're eager to enhance your skills in a dynamic HR environment and contribute to a mission-driven organization, this internship might be right for you!

**Benefits of Volunteering:**

Gain invaluable experience in HR operations and develop key skills in organization and customer service. Contribute to a mission-driven organization while building a foundation for a successful career in Human Resources.

**Essential Functions:**

**Duties & Responsibilities:**

- Organize electronic filing and document management using the Human Resources Information System (HRIS), including a project to develop a structured file organization system
- Assist with front desk responsibilities and sort HR email inquiries
- Write employee communications from provided templates
- Provide support with general office tasks and organizational duties
- Other duties as assigned

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

**Qualifications:**

**Education & Experience:**

- Must be at least 18 years of age
- Currently pursuing a degree in a business-related field, such as Human Resources, Business Administration, Nonprofit Management, or a related area (preferred)
- Must pass a criminal background check

**Abilities & Skills:** In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Ability to prioritize and manage multiple tasks
- Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member
- Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities
- Ability to adapt to new processes, tools and environments

- Ability to pull a problem apart and figure out how to fix it
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Demonstrated proficiency in technology, including the ability to quickly learn and effectively use new software and systems
- Fluency in English language (written and spoken)

**Physical Requirements:**

Normal office physical exertion required. Ability to lift 20 lbs (desired). Requires sitting, standing, walking, bending and reaching with manual dexterity sufficient to operate standard office machines such as computers, copy machines, telephone, and other office equipment.

**Mental Requirements:**

This position requires to function independently with minimal supervision, accept support as needed, and be an effective team member.

**Environmental Requirements:**

Multi-tasking busy flexible-space office environment.

**Time Commitment:**

Minimum of 10 hours per week for 3+ months. Must be available during office hours Monday - Friday from 8am-4:30pm.

**Location:**

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

**Registration for College Students:**

Yes, you can register for this internship position for credit. Just let us know your requirements in your email!

**REGISTRATION INFORMATION:**

Complete a Volunteer Application at <https://caprw.org/take-action/volunteer.html> and email a resume with any educational requirements to [volunteers@caprw.org](mailto:volunteers@caprw.org).

Questions? Email [volunteers@caprw.org](mailto:volunteers@caprw.org) or call 651-603-5940

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*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*

2024