



Human Resources Intern

BACKGROUND: Inter-Faith Food Shuttle is a food bank, and a member of the Feeding America network. The Food Shuttle is doing more than just providing emergency food assistance to the 1 in 7 North Carolinians at risk of hunger in our service area. We feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. We believe that a hunger-free community is possible. We need your help to make it happen!

SCOPE OF WORK: The Human Resources Intern works 8-15 hours per week under the direction of the Director of Human Resources to provide administrative support to the Human Resources Department. This role provides an opportunity for individuals to gain practical experience and insights into HR operations in a Non-Profit organization.

RESPONSIBILITIES:

- Gain a thorough understanding of the Food Shuttle mission, vision, values, and policies
- Assist with the ongoing development of a 'human resources playbook' to include process mapping and flow chart creation
- Develop a working knowledge in utilizing our HRMS, Employee Navigator, to enter and update employee information and produce reports as needed
- Update and refine pre-existing on-boarding program
- Organize HR electronic files
- Assist with updating organizational job descriptions
- Assist with reorganizing the Personnel/HR shared drive
- Engage in recruitment activities using social media platforms
- Attend HR and staff meetings and routine check-ins with supervisor
- Other related duties as assigned

REQUIREMENTS:

- Enrolled in an undergraduate program at junior or senior level or graduate program. Preferred course of study to include Human Resources, Business Management, Social Sciences, or related fields
- Excellent interpersonal relations skills: the ability to work comfortably with a variety of people and personalities
- Able to demonstrate a professional work ethic
- Solid organizational skills with the ability to set priorities and effectively manage time
- Capable of taking direction and working independently on assigned tasks
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite

*This is an unpaid internship.

Commitment: This is a 3 – 4-month internship based on the Spring, Summer, and Fall semesters (Jan – April, May – August, August – December), for 2-3 days per week interning 8-15 hours per week.

To Apply: Submit an application, resume and cover letter to Susan Meador, Volunteer Services Director, susan@foodshuttle.org