



Internship Opportunity Human Resource Management

Position: Human Resource Management Intern
Location: Salt Lake City
Responsible To: Director of Human Resources

Girl Scouts of Utah is offering a fun and flexible, unpaid internship to work with the Director of Human Resources on a variety of projects.

This internship opportunity is for any student or professional looking to obtain non-profit administrative or human resources related experience, including but not limited to employee recruitment, performance management, training and employee development, and may be tailored to fit the intern's goals.

Accountabilities

- Assist with posting of available job opportunities and creation of new hire packets.
- Help with recruitment and hiring processes for council, seasonal, and temporary employees.
- Attend to maintenance of personnel files and former staff member records.
- Assist with staff member appreciation projects designed to heighten employee morale.
- Complete tasks related to strategic planning, safety, and risk management.
- Support the organization's efforts by performing research activities.

Qualifications

- An interest in human resources or non-profit work and a positive, hard working team player.
- Strong interpersonal communication, writing, editing, research, and organizational skills.
- Computer proficient in Microsoft Office, email, and internet research.
- Effective time management of multiple tasks to meet deadlines, while being attentive to detail.
- Ability to maintain confidentiality of all aspects of job responsibilities.
- Must be 18 years of age or older.
- Students in a program of human resource management, business, management, or other related program. Degree not required.

Advantages

- Exceptional networking, resume-building, and work experience opportunity.
- Flexible work schedule - negotiable hours.
- Possibility of earning college credit hours.
- Opportunities for professional development and training.
- This is an unpaid internship. However, at the successful completion, Girl Scouts of Utah may pay a stipend as well as meet the needs for college internship credit to be received.

Application Process

Send your resume with cover letter to:

Hazel Dunsmore, PHR
Director of Human Resources

Email: hdunsmore@gsutah.org

Or visit our web site:
www.gsutah.org
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