

Human Resources Internship- Recruiting

REAL WORK EXPERIENCE OPPORTUNITY:

This internship is meant for someone wanting real experience in a Human Resources role. If you are looking to deliver coffee and make copies, this isn't for you. However, if you want real work experience that you can actually put on your resume then look no further.

WHO WE ARE:

The Centers for Families and Children is an organization dedicated to improving the lives of families in Cleveland; and every year we serve over 20,000 people. Our team is composed of diverse and passionate individuals who want to make a positive impact in the Cleveland Community.

YOUR ROLE:

As a Human Resources intern, you will work in our administrative offices where you will assist in a lot of areas of recruiting however you could assist in several key areas including but not limited to training and development, compensation and benefits as well. Primary responsibilities will include working with the recruiter with job board postings, reviewing of resumes and qualifying candidates.

WHAT WE WANT:

- Minimum of 1-2 years of college focusing on Human Resources.
- Must be able to handle highly confidential and sensitive information
- Must have experience using the Internet and Microsoft Office. Proficiency in Word, Outlook, and Excel is critical.
- Must have proven ability to work independently in an organized, time-efficient, results-oriented manner.
- Must be able to work effectively and professionally with diverse groups and all levels of staff within the organization
- Must have the ability to manage multiple priorities with frequent time constraints
- Excellent interpersonal skills and effective oral and written communication skills are required

WHAT YOU'LL DO:

- Participate in HR record keeping review and updates
- Organize and update job descriptions for a variety of positions within The Centers
- Pre-screen/phone screen potential candidates
- May conduct coordinating interviews, references, and background checks

WHAT YOU'LL GET:

- Support and mentoring from supervisor and other staff
- Professional development via training, coaching, feedback
- Located on the bus line
- Free parking
- Networking opportunities
- On site orientation for organization and internship
- Volunteer and intern recognition events

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LOCATION:

The Centers for Families and Children
4500 Euclid Avenue, Cleveland, Ohio 44103

TIME COMMITMENT: Monday - Friday, 15-20 hours per week, Flexible Scheduling.
We are looking for someone to start as soon as possible. **Internship is unpaid.**

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of The Centers. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

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Recruiter

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