

GREAT FUTURES START HERE.



Human Resource Internship (1 position)

\$11.00 - \$15.00 an hour - Part-time

Full Job Description

OVERVIEW

Boys & Girls Clubs of Central Georgia is currently seeking an excited college student looking for Spring semester internship. If you are interested in a general business, human resources, management and possess the qualities below, please apply!

Under the direction and guidance of the Director of Human Resources, Intern will gain experience in various aspect of human resources and assist in maintaining and enhancing the organization's human resources function with possible duties to include maintaining job boards, sourcing candidates, scheduling interviews, conducting phone screens/interviews, assisting with college recruiting, onboarding, compliance, administration of policies & procedures, HRIS and employee file & data management, assisting with benefits open enrollment, effective communication across the company.

Over the course of the paid internship, with an anticipated commitment of 25-30 hours per week and the possibility of extending the internship or gaining full-time employment after internship completion, you will gain hands-on, real-world experience working directly on multiple projects within a Human Resource team to develop your understanding of the Human resource functions and processes. Must be local to the Macon, Georgia area for onsite training and work experience gained.

Internship position has the potential to lead to a regular full-time HR Associate assignment.

JOB RESPONSIBILITIES of the role could include but not limited to:

- Updates job requirements and job descriptions for positions.
- Assesses resumes against position requirements.
- Conducts phone screens.
- Schedules interviews with Branch Managers

- Extends Offers and ensures completion of background checks
- Administers our pay structure consistently for new employees •
- Enters New Hire data into our HRIS/Payroll system, ADP
- Administers our E-verify and I-9 processes
- Attends college and general job fairs
- Assists in the administration of our benefits and wellness programs •
- Assists in administration of policies and procedures
- Maintains our employee files and electronic records

Skills and experiences:

- Graduation date between May 2023 and December 2023
- Currently pursuing a bachelor's degree from a United States-based college or university in Business, Finance, Economics, Math or Accounting • Authorized to work in the United States of America
- Ability to work a minimum of 30 hours per week over 16 weeks •
- Regular, consistent, and punctual attendance
- Willing to learn
- Must have a positive attitude
- Must be flexible
- Excellent planning and organization skills
- Strong interpersonal and communication skills with the ability to clearly present recommendations and ideas and to summarize complex issues •
- Proficient with MS Office (Excel, Word) AND Google (Gmail, Worksheets, Calendar, Hangouts, Docs)
- Quality focused and attentive to detail
- Tenacious, resilient and resourceful
- Must complete and pass a criminal background check

Attributes and offerings:

- Team player with a positive "can-do" attitude
- Ability to commit for duration of engagement
- Personal and professional career growth opportunities
- Great culture and fun working environment

To Apply: Send resume to info@bgccg.org