



OUR MISSION...

To invest in the dreams of the poor in the world's underserved communities so that they might be released from physical and spiritual poverty.

OUR METHOD...

We offer savings services, small business loans, biblically-based business training, and mentoring and coaching from a Christ-centered perspective.

OUR MOTIVATION...

The love of Jesus Christ motivates us to care for the physical and spiritual condition of the poor.

HUMAN RESOURCES INTERN

Job Description

CATEGORY: Domestic, Internship

REPORTS TO: Human Resources Generalist

LOCATION: Lancaster, PA

JOB SUMMARY

The Human Resources Intern is responsible to provide support to the management of the organization's employees, which will primarily involve tasks related to the GROW Internship Program and special projects to meet the needs of H.R. at HOPE International.

PRIMARY RESPONSIBILITY

To promote and fulfill the mission and vision of HOPE International

SPECIFIC RESPONSIBILITIES

- I. GROW Internship Program
 - a. Research new recruitment avenues for GROW Program and HOPE as a whole
 - b. Research ways to better connect with selected colleges/universities
 - c. Consider ways to better support Interns during their experience
- II. Recruitment and Staffing
 - a. Assist in new position advertisements and posting
 - b. Assist in coordination of interviewing and new hire orientation
- III. Special projects
 - a. Assist in organizational policy evaluation and improvement
 - b. Update staff organizational charts, phone lists, staff directory and contacts lists
 - c. Assist in the implementation of new HOPE International Professional Volunteer Program
 - d. Assist in drafting of staff announcements
- IV. Other
 - a. Maintain e-mail distribution lists for GROW Internship Program and Employment Opportunities

- b. Call, write notes, and email volunteers who have not been personally thanked for their service
- c. Assist in the organization of the HOPE International Staff Devotions and Prayer Partners
- d. Complete administrative tasks as needed (e.g. filing, phone calls, etc.)

MINIMUM QUALIFICATIONS:

- I. Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International
- II. Excellent oral and written communication skills
- III. Strong organizational skills
- IV. Strong attention to detail
- V. Ability to balance multiple demands and deadlines with composure
- VI. Pursuing degree in Human Resource Management or related field
- VII. Ability to take initiative and work independently