



Intern Position: Human Resources Intern

Location: Central Pennsylvania Food Bank - Harrisburg, PA

Reporting Relationship: Director of Human Resources

FLSA Status: Non-paid Internship

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Approved By: Lisa Kreider

Approved Date: January 2020

Position Summary: The Human Resources Intern will work under the guidance and direction of the Human Resources team to become familiar with the operations of the Central Pennsylvania Food Bank (CPF) and to assist in providing quality human resource compliance and support the Director of Human Resources and the Benefits Specialist with all facets of human resources.

Learning Objectives and Goals:

- Be involved in all aspects of human resources activity.

Functions and Responsibilities:

- Conduct criminal and background searches and candidate prescreening.
- Attend and participate in job fairs and special recruiting events.
- Assist with benefits administration as needed.
- Compile new hire packets.
- Prepare benefit packages.
- Assist with updating job descriptions and organizational charts.
- Assist with day-to-day human resources and special projects as assigned.

Other Duties:

- This intern description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the internship. Duties, responsibilities, and activities may change at any time with or without notice.

Education:

Internship is open to current freshmen through seniors working toward a Bachelor's degree in human resources, business or organizational management with a minimum overall GPA of 3.0.

Knowledge, Skills and Abilities:

- Strong organizational and communication skills with keen attention to detail.
- Ability to maintain confidentiality in all aspects of job responsibilities.
- Knowledge of MS Office applications, especially Word.
- Must have reliable transportation.