

Do you want to come to work and truly feel like you are making a difference in the lives of our employees? We want to hear from you! This is a great opportunity for someone starting their career to be involved in different aspect of a Human Resources department.

We are looking for a temporary summer intern to work an average of 15 hours a week. In this position you would wear many hats, such as assist in maintaining up-to-date employee records, files and work on special projects as needed. Partner with the HR Coordinator to organize and prepare for orientation and onboarding of new hires. Assist with employee communication, Event Planning and much more!

Qualifications:

- Strong attention to detail a must!
- Excellent written and verbal communication skills
- Ability to work with changing priorities & handle data with confidentiality

To apply please send resume to: jfhr@jeffersonsferry.org