

Opportunity Matters

Human Resources Internship

Job Title: Human Resources Internship

Departments: Human Resources/Business

Duration: Summer, Fall, or Spring Semester

Description of Position: Opportunity Matters' is a local non-profit dedicated to providing opportunities for individuals with physical and/or cognitive challenges and their families to help them reach their full potential. We carry out our mission by offering 17 residential sites throughout the St Cloud Metro area, short-term crisis beds, two day programs, in-home care services and behavioral consulting services. Established in 1980, Opportunity Matters is a non-profit organization that continues to grow each year.

The Human Resources Intern will take direction from Opportunity Matter's Human Resources Staff to learn and perform a variety of HR duties including; assisting with employee recruitment, scanning, entering, comparing database information filing, survey prep and data collection, research, employee motivation and appreciation projects, fingerprinting and assisting with new employee orientation.

This is an excellent opportunity for students who are interested in applying hands-on experience in studies learned from previous school years. The intern will receive further insight into the management of a Human Resources department for a non-profit health services organization, including how state and federal laws apply to the agency. Interns will work to improve their screening and interviewing techniques, communication, organizational and management skills.

Areas of Focus:

- Recruiting
- Interviewing
- Training & Development
- New employee orientation
- Database and systems management
- Employee Appreciation and Motivation
- Surveys and data analysis
- Fingerprinting
- Event planning, prep and potentially implementing activities

Minimum Qualifications:

- Excellent organization and time management skills
- Familiarity with the Human Resources field
- Excellent communication skills
- Ability to work both independently and as a team member

How to Apply:

Submit a cover letter and resume to Rhonda Sargeant, Operations Director at: rhondas@opportunitymatters.org.

Additional Information:

This is a part-time non-paid internship opportunity
6+ hours weekly