

Human Resources (HR) Intern End Slavery Tennessee (ESTN)

AGENCY DESCRIPTION:

ESTN is a faith-based, not-for-profit organization. Adopted by ESTN at its founding, the Mission, Vision and Values describe who we are and the beliefs which animate our actions. Compulsory agreement with this statement is not a condition of employment. We hire and appoint persons who are committed to our mission to promote healing of human trafficking survivors in an environment of faith and spirituality to restore hope and a lifetime of community. The mission of End Slavery Tennessee is to nurture survivor healing and strategically combat human trafficking in Tennessee. We are an agency focused on professional excellence. The work environment will focus around an inclusive team - all working towards the mission, value and vision of the organization.

REPORTS TO: Human Resources & Diversity, Equity, & Inclusion (HR&DEI) Generalist and Director of Finance & Administration

POSITION SUMMARY:

The HR Intern performs various administrative tasks and support for the HR department. They will work closely with the HR&DEI Generalist and at times the Director of Finance & Administration.

KEY RESPONSIBILITIES:

- Post, update, and remove job adds from job boards and pages.
- Review organizational policies and handbooks to aid in editing and creating.
- Review HR checklists and processes for edits and updates.
- Assist in doing market research on market salary ranges.
- Help organize and coordinate staff events and activities.
- Provide administrative support to HR&DEI Generalist and Director of Finance & Administration.
- Review employee files and ensure they are organized, compliant, and up to date.
- Update online internal HR databases such as Bambee and PlanMyLeave.
- Assist with interview and onboarding scheduling and organization.
- Assist with other HR related tasks and projects as needed.

WORK ENVIRONMENT:



Work carried out primarily in an office setting with intermittent sitting, standing, walking and some light physical activity. Most work is performed while sitting and using the computer, phone and engaged in face-to-face conversation with staff and/or clients. Some car travel and use of personal vehicle is required. The work expectations will include some work at the ESTN offices along with some work from home opportunities.

EDUCATION, EXPERIENCE AND SKILLS:

Required:

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ADDITIONAL REQUIREMENTS:

1. A background check is required
2. Initial drug screening is required

JOB TYPE:

Part-time, unpaid internship, 15-20 hours per week (willing to work some evening and weekend hours, as needed). Some travel may be required, and mileage will be reimbursed.

CONTACT INFORMATION AND PROCEDURE:

To apply for this internship, please submit a cover letter, resume and example of design work to kwilcox@endslaverytn.org with your name and title of position you are applying for in the subject line. No phone calls accepted for this position.