



## Human Resources Intern

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National Breast Cancer Foundation, Inc.'s Internship Program consists of a unique opportunity to offer real-world experience in multiple disciplines that bring to life the knowledge gained in academics. The Internship Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand their skills and knowledge. Each Intern will be exposed to the daily tasks related to their educational track (projects, meetings, and creative brainstorming) and necessary corporate organization and administrative tasks (culture, inter-department collaboration, corporate communication methods, etc.). Additionally, Interns will benefit from partaking in the inner workings of a successful and well-established non-profit organization.

### **Full Job Description:**

**Title:** Human Resources Intern

**Reports To:** HR Coordinator

**Work Schedule:** Flexible, Beginning January through July 31st; 15 hours per week with the ability to increase hours in the Summer

**Compensation:** \$15.00 hourly wage

**FLSA Status:** Non-exempt, Part-time, Temporary

### **Key Responsibilities:**

The Human Resources Intern will join the operations team to help support work and projects relating to people operations, human resources, and administration. Primary responsibilities will include helping the Human Resources department with administrative tasks.

Responsibilities will include:

- Assists with general clerical duties, including but not limited to filing, mailing, and basic reporting; Provides administrative for the HR department
- Assists with High School Internship Program by screening applications, serving on the selection committee and supporting other activities related to the High School Internship Program
- Supports in recruiting efforts as needed in partnership with hiring managers, and executive team, posting job advertisements, screening resumes and organizing interviews
- Submits and reviews pre-employment screening for new hires
- Coordinates new hires, orientation materials, handbook, personnel files, etc., and all associated paperwork
- Assists with new hire onboarding and orientation; organizes and prepares new hire welcome bags and inventory material

### **Qualifications:**

- Team player, willing to help and support other employees and departments, engage in staff events, and demonstrate company values

**National Breast Cancer Foundation, Inc. is a non-profit organization based in Frisco, TX. We are looking for individuals passionate about our mission, "Helping Women Now".**

- Candidate must be an undergraduate student pursuing a degree, preferably in Human Resource Management, Business Administration, or a related field.
- Proficient in Microsoft Office Suite
- Excellent interpersonal and communication skills, written and verbal
- Organized and detail-oriented
- Demonstrated ability to complete tasks and projects within deadlines
- Self-motivated, hard-working individual with a positive attitude
- Ability to work professionally with sensitive and confidential information
- Non-profit experience, volunteering, or strong community involvement a plus

**Physical Demands and Work Environment:**

- Safe office space, including internet access and a proper desk and chair required
- Occasional attendance in the company office
- Frequently required to sit, stand, and/or walk
- Continually required to talk and hear
- Continually required to utilize hand and finger dexterity
- Continually utilize visual and acuity to read information and use a keyboard.

**Application Instructions:** Please submit your resume (with cover letter) to [HR@nbcf.org](mailto:HR@nbcf.org) . We are excited for you to tell us why you'd like to join our team!