



Volunteer Opportunity Description

Position Overview	The Human Resources Intern will assist the Human Resources Department and staff in the acquisition, retention, and administration of staff through participation in various aspects of the department's daily operations.
Position Title	Human Resources Intern
Position Type	Non-paid Internship suitable for undergraduate/graduate students or others interested in the position
Key Responsibilities	<ul style="list-style-type: none"> ▪ Perform administrative tasks including but not limited to filing, data entry, phone contact, etc. ▪ Facilitate the initiation, maintenance, organization, and audit of department documentation and records ▪ Generate visual and verbal content for various publications both online and print (i.e. newsletters, flyers, presentations) ▪ Assist in community outreach to raise awareness of employment opportunities at The Arc ▪ Other duties as assigned
Initial Impact	Assist in the successful implementation of department goals and outcomes
Sustained Outcomes	As a Human Resources Intern at The Arc of San Diego, you will support the department in reaching its fiscal year goals and outcomes.
Training	<p>The training will include the following:</p> <ul style="list-style-type: none"> ▪ Orientation of The Arc of San Diego ▪ Explanation of proper procedure and protocol ▪ Strategies for working with individuals with developmental disabilities ▪ Explanation of paperwork <p>Each intern will also receive:</p> <ul style="list-style-type: none"> ▪ Volunteer handbook ▪ Observations with an evaluation containing constructive feedback
Support	Staff will actively assign and evaluate projects that provide hands-on administrative and human resources experience in a nonprofit environment. All interns also receive regular feedback from the Vice President of Human Resources.
Commitment	This is a weekly commitment.
Length of Time	This internship requires a minimum commitment of 3 months
Amount of Time	Six to ten hours/week
Specific Schedule	TBD, Flexible
Location	Sulpizio Family Center, 3030 Market Street, San Diego, CA 92102
Qualifications	<p>The ideal candidate will demonstrate the following characteristics:</p> <ul style="list-style-type: none"> ▪ Willing to learn new skills ▪ Excellent written and verbal communication skills ▪ Dependability ▪ Flexibility/Adaptability ▪ Outstanding Organization ▪ Knowledge of Microsoft Office
Skills	Candidates will successfully assist Human Resources staff in completing administrative duties and office operations as assigned.
Benefits	<p>This opportunity is beneficial because:</p> <ul style="list-style-type: none"> ▪ You will directly participate in and contribute to the Human Resources Department of one of the largest nonprofits and providers of services to individuals with developmental disabilities in San Diego ▪ You will build experience and receive constructive feedback in order to improve ▪ You will gain professional references

For more information contact Michael Mather, Marketing & Community Outreach Manager, via phone at 619-685-1175, ext. 294 or email at mmather@arc-sd.com.

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