



Title: HR Intern

Report to: HR Manager

Type: Part-Time/Unpaid

Location: Stamford, CT

Join the movement!

Who We Are

buildOn is a not-for-profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. We're not a charity, we're a movement.

In the United States, we run intensive service learning programs in under-resourced, urban high schools in six major cities. Through these programs, buildOn empowers youth to transform their communities through high-impact service. Over the last 28 years, buildOn has empowered more than 100,000 urban youth to contribute more than 2.2 million hours of service that has touched the lives of more than one million people living below the U.S. poverty line. Moreover, 98% of buildOn students graduate high school, and most go on to college.

Globally, teams of students from buildOn programs fan out across the world to help build schools in the economically poorest countries on the planet. We have now built over 1500 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi and Nepal. More than 2.6 million children, parents and grandparents have attended these schools so far, while more than 200,000 attend buildOn schools every day. At least, 50% of these buildOn students are girls or women. Most importantly, community members have organized leadership committees and contributed more than 2.6 million volunteer work days to building their schools.

We hope you'll consider joining our team!

Who We Want

buildOn is seeking a motivated Human Resources (HR) intern who wants to work in HR. The HR intern will work closely with and support buildOn's Vice President of HR and HR Manager with a diverse set of tasks and projects that will build their expertise and provide hands-on experience in the various aspects of HR. Our Vice President of HR and HR Manager are looking to mentor a student who will help on a wide variety of HR functions including but not limited to: recruiting, orientation, on boarding and off boarding (the employee life cycle), benefits, compliance, digital filing and training & development. This position also offers excellent opportunities to gain valuable experience working at a leading non-profit. This position is unpaid but interested candidates will be encouraged to work for academic credit.

What You'll Do and Learn

- Assist in posting jobs, sourcing resumes, scheduling interviews, and conducting initial phone screens
- Records management and internal employee file auditing
- Assist with HR Employee personnel files, scanning, and data entry
- Hands-on experience ensuring HR functions are in compliance with organization policies and procedures as well as federal, states, and local laws
- Support with gathering employment data to complete EEO-1 Reporting
- Assist in conducting and processing background checks and I-9 verifications
- Provide administrative support to the Human Resources Department
- Researching and collecting data for various HR initiatives
- Professional development that can help build your resume and increase your chances of being noticed by employers
- Opportunities to apply classroom knowledge in a "real world" professional environment along with an insight of the everyday office environment



What You Bring

- Commitment to buildOn's mission
- Must be able to dedicate a minimum of 10-15 hours per week to the internship, on a regular defined schedule. Must be enrolled in an accredited university or college, working towards a degree in Human Resources.
- Applicants should have a sincere desire to learn the field of human resources, and a strong desire to serve others
- Ability to handle confidential and time-sensitive information
- Detailed-oriented with excellent interpersonal, verbal, and written communication skills required
- Ability to work in a fast-paced environment and complete multiple task requirements simultaneously
- buildOn Alumni preferred

What We Value

We've identified a set of core competencies which you'll need to thrive within the buildOn family.

- **TECHNICAL KNOWLEDGE:** Utilizes accounting acumen, business analysis, and technical knowledge to ensure excellence in all financial and data functions.
- **ATTENTION TO DETAIL:** A commitment to ensuring that information is accurate, complete, accessible and timely.
- **PROBLEM SOLVING:** Proactively seeks and analyzes information from a variety of sources to collaborate, solve problems and make decisions.
- **STAKEHOLDER FOCUS:** Provides best-in-class internal and external stakeholder support and engagement to drive clarity and ownership.
- **INTEGRITY & CONTROLS:** Intense focus on maintaining controls that ensure integrity in all finance and data operations.

Apply Here: Please send a resume and compelling cover letter to: Financejobs@buildon.org

Our Commitment to Equity, Diversity and Inclusion

buildOn is committed to building and maintaining an inclusive environment that drives innovation, strengthens ONE buildOn and bolsters a culture where people truly feel valued, heard and respected. buildOn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or veteran status.

To learn more about buildOn, please visit our website at www.buildOn.org