



**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 27 years, buildOn has empowered more than 100,000 urban youth to contribute more than 2.1 million hours of service that has touched the lives of more than one million people living below the U.S. poverty line. Moreover, 97% 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 nearly 1500 schools in Haiti, Nicaragua, Mali, Burkina Faso, Senegal, Malawi and Nepal. More than 2.1 million children, parents and grandparents have attended these schools so far, while more than 185,000 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 2.1 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, benefits, employee relations, compensation, performance management, 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**

- Assist in posting jobs, sourcing resumes, scheduling interviews, and conducting initial phone screens
- Records management and internal employee file auditing
- Provide administrative support to the Human Resources Department
- Employee personnel files, scanning, employee communications, and data entry
- Assist in major research projects that will allow the HR department to streamline processes and procedures; special HR projects as needed
- Assist in the implementation of an employee database system and HR Intranet
- Ensure HR functions are in compliance with organization policies and procedures as well as federal, states, and local laws
- Assist in conducting and process background checks
- Researching and collecting data for various HR initiatives

### 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](mailto: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](http://www.buildOn.org)