Human Resources Internship (Unpaid)

**Duration**: July 2020 – December 2020 (Flexible)

**Application Deadline**: July 15th, 2020

**About**: During this internship, the selected candidate will work with the human resources team to create an organization-wide policy manual. Intern will learn what organizations do to structure work processes, develop procedures, and ensure everyone knows what to do and what to expect of their coworkers. Interns will begin with basic policy templates, do online research to find standard wording used for policies, and talk to staff members in order to develop policies that meet department needs and the requirements of the organization. Interns will also learn about compliance regulations that business entities must adhere to in order to ensure safe work environments and ethical business behavior. As a bonus, the intern will enjoy being part of a conservation non-profit organization with a quality work environment. Key skills to be successful on this project are strong MS Word and internet research.

**To Apply**: Please send your available days and hours along with a one-page cover letter and resume via email explaining your background, experience, and why you are interested in our internship position to cjohnson@brit.org (subject: “HR Internship”). Please include a list of relevant courses taken involving human resources, policy administration, or general business, along with relevant work or volunteer experience.