



Bethesda House of Schenectady, Inc.
834 State Street
Schenectady, NY 12307

JOB POSTING- Unpaid Internship

Bethesda House is an Interfaith Ministry to the homeless, persons living with disabilities and economically disadvantaged citizens of Schenectady County, building a just, hospitable and inclusive community one person at a time by affirming the dignity and addressing the needs of each guest entering this “House of Mercy”. Bethesda House invites applications for the following:

**Title: Human Resources Intern
15 Hours per week
June 1 – August 15, 2020**

Job Summary and Essential Functions:

The Human Resources Intern will report to the Human Resources Manager and provide a variety of Human Resources activities.

Job duties will be responsible to update and develop the Human Resources Department Procedures Manual, review resumes and establish interviews, check references and prepare new hire paperwork. In addition will provide Human Resources services to all employees and guests.

Responsibilities: The successful candidate will:

- Write department procedures for all Human Resources activities which will include the hiring, interviewing, on and off boarding, benefit and employee relations processes and other department responsibilities.
- Procedures will include copies of all documents that accompany each procedure as well as the party responsible for preparing the documents.
- Prepare forms for all staff changes

Qualifications:

- Must be currently enrolled in a Human Resources curriculum
- Well organized, detail-oriented, able to multi-task and meet deadlines
- Work independently and be a team player
- 1 year of Human Resources experience
- Ability to exercise proper judgment in maintaining confidentiality •
- Have strong computer skills, especially with MS Office.
- Excellent writing skills

Bethesda House of Schenectady, Inc., is an Equal Opportunity Employer and as such does not discriminate in its employment practices.

Send resume to: aguido@bethesdahouseschenectady.org