

Wellspring Advisors, LLC
Human Resources Intern
Fall 2017

JOB SUMMARY

Wellspring Advisors seeks an intern to work with the Operations Assistant | HR Specialist as a Human Resources (HR) Intern assisting with various tasks related to HR- and recruitment-related functions. This paid internship can be a full or part-time by mutual agreement, with a minimum of 3 days per week in our Times Square office in New York City and is an ideal position to someone who wants to learn to work in an HR function in a busy, 60+ person organization

KEY RESPONSIBILITIES

- Assist the Operations Assistant | HR Specialist with administrative tasks such as curating the Wellspring Jobs and Internship Outlook Accounts.
- Post all Wellspring Job Descriptions externally.
- Arrange interviews with candidates, including sending calendar invitations to interviewers.
- Set up onboarding itineraries and send out calendar invitations to new hires' calendars.
- Prepare Welcome Packets for new hires.
- Update and maintain the human resources information in our intranet.
- Coordinate with Office Managers to schedule interviews with Managing Partner in NY and Partner in DC.
- Assist with logistics to ensure smooth recruitment, hiring, and onboarding processes.
- Perform other administrative and research duties, as requested.

KNOWLEDGE AND SKILL REQUIREMENTS/QUALIFICATIONS

- Bachelor's degree or similar experience required.
- Familiarity with, and commitment to, human rights and social justice issues.
- One or two years of administrative experience in a professional office environment coordinating basic projects, performing complex scheduling, and writing correspondence.
- Excellent English language writing, synthesizing, editing, and proofreading skills.
- Exceptional judgment and ability to handle confidential information with complete discretion.
- Ability to multi-task, meet deadlines, and work both independently and collaboratively
- Initiative, resourcefulness, flexibility, and a sense of humor.
- Advanced knowledge of MS Outlook, Word, Excel, PowerPoint.

PREFERRED QUALIFICATIONS

- Administrative Experience
- Experience in a nonprofit grantmaking, advocacy, or social justice environment

BENEFITS:

- Learn firsthand the human resources (and especiall recruitment and onboarding functions) of a grantmaking organization/philanthropy;
- Acquire a deeper understanding of the role philanthropic organizations play in promoting and advancing social justice and human rights;
- Develop and strengthen personal and professional skills in a workplace committed to the advancement of human rights.

ADDITIONAL BENEFITS:

- hourly position (\$18/hour);
- flexible time schedule;
- weekly lunch series featuring Wellspring staff and expert outside speakers;
- opportunities to network with leading foundation staff through meetings, affinity group conferences, and events with other interns.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HOW TO APPLY:

Applications should demonstrate strong research and writing talents, excellent communication skills and the ability to independently undertake various research, writing and administrative projects.

- ✓ Send an e-mail to internship@wellspringadvisors.com with "Intern, HR Admin" in the subject line, and attach the following documents:
 - a cover letter with a brief personal statement, and an outline of career goals and interests in human rights and social justice, as well as a note on your expected weekly availability in the Fall.
 - a resume listing relevant courses, previous experience and special skills,
 - one academic or professional reference; no personal references will be accepted, and
- ✓ Complete applications must be received, not postmarked, by the deadline, **September 15th, 2017**.
- ✓ Start date is **October 2nd, 2017** (flexible).
- ✓ End date is December 15th, 2017 (with some flexibility).
- ✓ No phone calls, please.