



POSITION ANNOUNCEMENT:

Part-time HR Intern Health Care Without Harm & Practice Greenhealth Reston, VA

Organization Overview:

Health Care Without Harm seeks to transform the health sector worldwide, without compromising patient safety or care, so that it becomes ecologically sustainable and a leading advocate for environmental health and justice. With offices on four continents and partners around the world, Health Care Without Harm is leveraging the health sector's expertise, purchasing power, political clout, workforce development, and moral authority to create the conditions for healthy people, communities, and the environment.

Working closely with Health Care Without Harm, Practice Greenhealth, is the leading nonprofit membership and network organization for sustainable health care, delivering environmental solutions to more than 1,300 members throughout the United States.

Position Overview:

Health Care Without Harm is seeking a Human Resources Intern with meticulous attention to detail and a desire to gain professional experience in the HR field. This will be an opportunity for a professional new to the HR field looking to gain some hands-on HR experience. The HR intern will directly assist the HR Director with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, and other HR functions. This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest, and apply them in a professional setting. Examples of some projects this intern will participate in:

- Reviewing and analyzing HR vendor options.
- Assist with building out onboarding/recruiting functions.
- Collecting and responding to resumes.
- Assist with policy manual updates.
- Assist with an employee file audit.

Skills/ Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Human Resources, or non-profit management/administrative fields;
- Ability to prioritize tasks and handle numerous assignments simultaneously;
- Proficient in Microsoft Office and internet applications
- Ability to take responsibility for all work activities and personal actions;
- Follows through on commitments;
- Maintains confidentiality with sensitive information

Time Commitment and Compensation:

This internship will pay \$12-15 per hour (commensurate with experience and level in school) for up to 20 hours per week for up to five months. We are willing to be flexible to accommodate school schedules.

To Apply or Inquire:

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, to Veronique Nagle, Human Resources Director, at jobs@hcwh.org. Please use the following subject line format: Last Name, First Name – HR Website. Applications will be reviewed on a rolling basis.

Health Care Without Harm is an equal opportunity employer.