

We are a nonprofit organization that can provide an intern with develop experience working on a wide variety of HR projects, Gain exposure to a fast-paced, collaborative office environment, and Work side-by-side with a highly experienced HR executives. Please see below of our Intern Description;

JOB TITLE: Human Resource Intern - Unpaid  
DEPARTMENT: Human Resources  
REPORTS TO: Human Resources Team  
FLSA STATUS: Volunteer  
LOCATION: Paterson

#### POSITION SUMMARY:

Family Health Center provides quality care with dignity, respect and a welcoming spirit that is seeking a personable and highly motivated HR intern to support the HR team with day-to-day administrative tasks and activities. If you're ready to kickstart your career in Human Resources and build real-world experience with payroll, employee development, and the coordination of HR policies and procedures, this is the internship for you.

#### DUTIES AND RESPONSIBILITIES:

- Administrative Tasks and Proofread HR documents
- Collect and update our database with new hire information (e.g. employment forms and contact information)
- Maintain payroll data including bank accounts and W4 documents
- Post new positions on our career center and other job boards
- Employee Engagement Events
- Help prepare Word, PowerPoint, and Excel documents
- Track progress, priorities, and deadlines of various projects

#### QUALIFICATIONS:

- Sophomore to senior Level student at an accredited college or university Required
- Experience with Microsoft Office Suite Required
- Excellent interpersonal and communication skills Required
- Solid organizational skills and attention to detail Required
- Ability to work in a fast-paced, team-oriented environment Required
- Human Resources Management or Business major Preferred
- Experience in an office environment preferred

#### Benefits:

- Develop experience working on a wide variety of HR projects
- Gain exposure to a fast-paced, collaborative office environment
- Work side-by-side with a highly experienced HR executive

Family Health Center has the right to modify the duties and functions of the job description based on the needs of the organization. We look forward to hearing from you soon!!

Maria Rebbe  
maria.rebbe@fhckzoo.com  
humanresources@fhckzoo.com  
2693492641 X828