

Open Position: Human Resources Intern

Be a Part of God's Work at Agape!



We are currently accepting resumes for the following position:
Human Resources Intern (Unpaid)

The **Human Resources Intern** will directly assist the Human Resources Department with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, agency events, and volunteer intern programs. The intern will be required to produce reports and presentations, as well as provide administrative support to the HR Team (ex. data entry, filing, creating personnel & benefits files, coordinating interviews, resume screening and applicant tracking). This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills he or she may have acquired in school related to his or her areas of interest, and apply them in a professional setting. He or she will gain a better understanding of the role that Human Resources can play in a non-profit setting, and be better prepared to work in the arena of human resources and the nonprofit sector. The candidate will also have opportunities to network with the programs, finance, and development staff.

Education & Experience Required:

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. Must have the ability to prioritize tasks and handle numerous assignments simultaneously. The intern candidate will need to handle confidential information with sensitivity. Must be proficient in Microsoft Office and internet applications. Must be professional and possess exceptional written and oral communication skills. The Intern must be a team player. Candidate must be willing to engage in Agape's Performance Quality and Improvement (also known as Continuous Quality Improvement) standards of quality & excellence and uphold COA accreditation standards.

Student Member of SHRM a plus.

Spring, Summer & Fall Internship opportunities available.

Qualified Applicants, please send resumes to: Derichia.Wells@Agapemeanslove.org

About Agape:

Agape Child & Family Services is a faith-based, non-profit organization dedicated to providing children and families in Memphis

with healthy homes. Agape serves nearly 10,000 children and families each year in an effort to keep them safe, smart and successful through school-based initiatives and site-based services in under-resourced communities; counseling; homeless services; adoption and foster care. In partnership with the Tennessee Department of Human Services, Agape and its community partners have expanded services via a two-generation model, wholly serving youth and parents in a poverty-reduction strategy, providing support, permanency, and sustainability in Frayser, Hickory Hill and Whitehaven. To learn more, call 901.323.3600 or visit agapemeanslove.org.

We are Proud to Offer: Competitive Pay, Excellent Benefits, Paid Holidays, and Opportunities for Professional Growth and Development

Contact:

Derichia Wells, 901.323.3600, Derichia.Wells@Agapemeanslove.org

**All positions require a valid driver's license and automobile insurance. All applicants are subject to a drug screening and background check. Agape is a Christian organization and has certain religious requirements for its employees.*