



Working Wardrobes Job Description Human Resources Intern

About Working Wardrobes: Since 1990, Working Wardrobes has changed the lives of over 110,000 at-risk men, women, young adults, and veterans. We are a non-profit organization providing workforce readiness, job training and professional wardrobe services in an environment of dignity and respect. At Working Wardrobes, we do everything in our power to help men, women, young adults, and veterans overcome difficult challenges, so they can achieve the dignity of work.

Human Resources Internship

The HR Intern will work with our Chief People Officer on multiple facets of Human Resources including employee policy & procedures, employee engagement & recruiting initiatives. This highly organized and detail-oriented intern will focus on staying updated with the latest labor legislation including COVID related legislation to determine how our company may be affected. They will also receive hands-on work experience with recruiting, benefits and employee policies and procedures.

Sample Responsibilities:

- Researching current labor legislation and providing recommendations for how this may impact the company's current policies
- Assist in reviewing current employee handbook
- Documenting and updating policies & procedures
- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Coordinating new hire orientations and materials
- Assisting in the planning of employee engagement activities

Desired Qualifications

- Studying towards a degree in Human Resource Management, Non-Profit Management, Social Ecology, Human Services, Sociology, or related field
- General knowledge of U.S. & CA labor laws
- Proficiency in all Microsoft Office applications and strong computer skills
- Strong analytical and problem-solving skills
- Excellent administrative and organizational skills
- Effective communication skills
- The ability to work independently but willingness to pitch in on team projects as needed

Benefits:

- Full access to workforce readiness training and one-on-one job coaching through the Working Wardrobes Career Success Institute
- A professional business suit through our Wardrobe Center
- Opportunity to apply academic skills and knowledge in a workplace environment
- Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County
- Hands-on experience in Human Resources in a non-profit organization.

Information:

- 10-12 hrs./week
- Non-Paid. Academic Credit Internship
- Virtual opportunity with occasional in-person assignments surrounding events while following recommended safety & health guidelines.

Application Submission Requirements:

- Resume & Cover Letter
- Writing sample. Preferably within field of study.

Submit Applications to Bianca Herrera, Client Services Manager via email at biancah@workingwardrobes.org