

# HR/Operations Intern (Summer 2018)



## **ABOUT THE INTERNSHIP**

As the HR/Operations Intern, you will support the success of both the Administrative department on a variety of short-term and long-term projects during the summer.

## **YOUR RESPONSIBILITIES WILL INCLUDE...**

- Leading day-to-day office organization (identifying supply needs, ordering, support with any large office functions)
- Supporting the Finance & HR Manager with Summer seasonal staff management
- Reconciling vendor/financial documents in advance of our audit
- Support other BTNY staff projects based on what is needed

## **WE'RE LOOKING FOR SOMEONE WHO...**

- Can demonstrate experience and results with similar responsibilities to those listed above
- Is interested in learning about various functions of a non-profit organization
- Is self-motivated, ambitious, and demonstrates growth mindset and curiosity
- Is comfortable interacting with various BTNY staff and external stakeholders
- Has strong time management and prioritization skills, with the ability balance multiple long-term projects simultaneously
- Is a rising 10<sup>th</sup> grade, 11<sup>th</sup>, 12<sup>th</sup> grade student, or rising college freshman
- Maintains / maintained at least a 3.0 GPA
- Will respond to email, phone calls, and texts from staff within 24 hours
- Is confident with MS Office (Word, Excel, and PowerPoint in particular), Google Suite, and comfortable learning new systems.

## **ANTICIPATED TIME COMMITMENT...**

This intern will work 20 hours per week from July 2nd through August 10th.

- This intern will work agree upon a regular work schedule (including days and hours) with their manager, with all hours taking place Monday-Friday between 10AM and 6PM
- This intern will support the HR & Finance Manager, as well as the Operations Coordinator
- This intern will work be based out of the BTNY Office, but may be asked to travel to Middle School summer sites as needed

## **COMPENSATION**

BTNY is strongly believes in selecting the top, qualified candidates. As a part of your offer you can expect to receive the following:

- A paid hourly rate of \$15/hour
  - Candidates can also choose to volunteer their time
- Ongoing professional development support, including supervisor check-in's and letters of recommendation

## **TO APPLY**

Complete the HR/Operations Internship application online (<https://tinyurl.com/HROpsIntern2018>) by **Sunday, June 17th at 11:59PM**, which also includes:

- Resume
- Most Recent College Transcript

If you have any questions, please e-mail [seasonal@btny.org](mailto:seasonal@btny.org)