



Human Resource Spring Remote Intern

TLT-Leading Leaders

Key responsibilities:

TLT-Tomorrow's Leaders today is currently looking for an entry level Human Resource intern. This is an excellent opportunity for an individual seeking to gain experience and collaborative relationships.

Work Schedule:

MANDATORY REQUIREMENTS:

One-Hour long virtual weekly team meeting

Options: Tues 7:30am, 9:00am, Tues 1030am, Tues 1200pm

AND

Bi-weekly position specific virtual coaching sessions held under the supervision of a supervisor.

September 3rd to November 15th check your schedule prior to applying.

Work hours are flexible, but you must commit to working 10-20 hours per week.

Applicants must reside in Texas and be a US Citizen or have work authorization.

Responsibilities will include:

- Human Resource Policy and Procedure review, update, or creation, government hiring procedures, helping individuals obtain positive results.
- Create internship program process, which included organization of training workshops and planning of community service events and extracurricular activities, welcome bags, facilitator manual and orientation
- Create Human Resources Procedures Manual Plan and Organized various volunteer appreciation/Alumni virtual events for Improved volunteer relations with the organization
- Assist with recruitment activities, focusing on all intern positions
- Create list answers to frequently asked basic questions from interns, volunteers, and program participants
- May attend job fairs and/or round tables
- Review, create and/or update orientation materials
- Create an orientation webinar/video

- Conducts online research
- Supports other HR projects as needed or requested

Qualifications:

- Microsoft Office Word, PowerPoint, Excel
- Adobe
- Major or minor directly related to Human Resources, Psychology, or Industrial Relations
- Ability to work in a team environment
- Excellent customer service skills, with written and verbal communication skills
- Organizational skills with great attention to detail

About this internship program

This internship is designed to be both educational and practical. In this internship program, the intern will learn how to take skills they have acquired in school or former job experiences and apply them in a professional setting. They will gain a better understanding of the role can play in a non-profit setting and be better prepared to work in the arena of operations and the nonprofit sector.

The TLT- Leading Leaders Intern program consists of a unique opportunity to offer real world experience in multiple disciplines that bring to life the knowledge gained in academics. The TLT Leading Leaders Intern Program aims to provide Interns with a meaningful experience and an opportunity to explore and expand upon their skills and knowledge, while developing leadership qualities and skills with hands-on curriculum-based opportunities. These positions are all **REMOTE** which allows us to serve many young adults, in many locations, and inclusive to all, across Texas. Experience is not required. Engagement with business, civic and community leaders aligned with the participant's career choice leads to more meaningful connections.

Check with your school advisor if looking to receive credit for completing our curriculum-based program, and with your career services office for possible grant opportunities for stipends for these unpaid positions.

About TLT - Tomorrow's Leaders Today

TLT- Tomorrow's Leaders Today, Inc. is a 501(c)3 nonprofit organization dedicated to helping develop youth leaders through education, collaboration, and mentorships with community & business leaders for the collective benefit of the students and their communities.

Diversity, Equity, Inclusion and Belonging

We value and embrace diversity, equity, inclusion and belonging. We seek views that reflect all walks of life and reflect those views in our programs. We recognize the special needs and diverse backgrounds of individuals, our students, volunteers, and

our communities. All individuals are given an equal opportunity to be heard and to benefit from our program.

Compensation:

Unpaid - Through generous sponsorships, opportunities **may** become available to apply for stipends. These will be shared with current interns.

Duration:

Temporary / Seasonal

Company Details:

COMPANY SIZE

1 - 10 employees

INDUSTRY

Non-Profit

HEADQUARTERS

Denton County, Texas

WEBSITE

<https://www.TLTLeaders.org>

SOCIAL MEDIA

<https://www.facebook.com/TLTLeaders.Org>

<https://www.instagram.com/tltleaders/>

<https://www.linkedin.com/company/64271191>

<https://www.patreon.com/TLTLeaders>

<https://twitter.com/TLTLeaders>

https://www.youtube.com/channel/UCrPNTIq4_oBKrM3QvTJR0Ww

WORK AUTHORIZATION REQUIREMENTS

Applicants must reside in Texas and be a US Citizen or have work authorization.

CONTACT INFORMATION

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