POSITION: Human Resources Internship  
DEPARTMENT: Human Resources

PURPOSE: The Human Resources Intern assists with the day-to-day operations of the human resources department.

THIS IS AN UNPAID INTERNSHIP PROVIDING INDUSTRY EXPERIENCE AND COLLEGE CREDIT* FOR QUALIFIED CANDIDATE(S) SELECTED. *College credit will be determined by university where student is enrolled during internship and as negotiated between student and school

ESSENTIAL RESPONSIBILITIES:
- Special HR projects to include projects associated with Recruitment and Retention
- Support data entry into HRIS
- Maintain, organize and file HR records
- Assumes other duties as assigned

QUALIFICATIONS:
- Candidate must be 21-years of age or older
- Minimum service commitment of six (6) months desired, but flexible for the right candidate
- Education level: Completed or working towards a college degree (junior level and up) or graduate degree in HR, Business or closely related field
- Excellent customer service skills, interpersonal skills, communication skills, personable and outgoing
- Ability to lift up to 40 pounds

ORGANIZATIONAL COMMITMENTS:
- Nonviolence-helping to build safety skills and a commitment to higher purpose
- Emotional Intelligence-helping to teach emotional management skills
- Social Learning-helping to build cognitive skills
- Open Communication-helping to overcome barriers to healthy communication, learn conflict management
- Democracy-helping to create civic skills of self-control, self-discipline, and administration of healthy authority
- Social Responsibility-helping to rebuild social connection skills, establish healthy attachment relationships
- Growth and Change-helping to work through loss and prepare for the future

HOW TO APPLY: Please complete an online application at www.cornerstonesofcare.org

QUESTIONS: Contact Cornerstones of Care, Human Resources, 300 E. 36th Street KCMO 64111
Phone: (816) 508-1700    Fax: (816) 508-1757

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