

HUMAN RESOURCES INTERN JOB DESCRIPTION

Omega Community Development Corporation is currently searching for a Human Resource Intern to work approximately 10/15 hours per week at our office located in Dayton, OH.

About Omega Community Development Corporation

[The Omega Community Development Corporation](#) (Omega CDC) is a community-based, 501(c)(3) non-profit organization established by the Omega Baptist Church in 1997. For twenty years, we have been working with children, youth, and adults in the Northwest Dayton community addressing their most pressing needs including illiteracy, lack of quality year-round educational enrichment programs, underemployment, unemployment, and gun/gang/street violence.

To address these issues we have successfully implemented the following proactive and meaningful youth advocacy, educational, and life skills programs:

- 1) *Summer Literacy* at Fairview Elementary (ages 6-12), through Children's Defense Fund's Freedom Schools (9th year)
- 2) *Violence Prevention Education & ex-offender mentoring/case management* through a partnership with Human Relations Council (9th year)
- 3) *Afterschool Education Program* at Fairview Elementary (Pre K-6) through a five year 21st Century Grant (1st year)
- 4) *Work-Ready Life Skills Training* (adults) through a Montgomery County Jobs and Family Services grant (3rd year)

At present, we are also raising funds to build the Hope Center for Families facility to address early childhood education, health and wellness improvement, and workforce development.

Summary of Position:

The Human Resources Intern will support the Omega CDC by developing processes for recruiting, interviewing, hiring, onboarding, and evaluating employees. The intern will also assist with conducting research on pertinent topics to help the Omega CDC to promote a positive, engaging, and inclusive work environment. This is a part-time (10-15 hours/week) internship. This internship is estimated to take place during the Fall 2018 and Spring 2019 semesters.

This is an unpaid position.

Major Duties and Responsibilities:

- Conduct research on HR-related policies and activities that the organization is considering
- Make recommendations to organization strategic thinking and direction
- Establish and update procedures, methods, and guidelines for recruiting, interviewing, hiring, and onboarding
- Develop evaluation tools to measure employees' work performance, and organizational productivity

- Create an employee welcome packet including onboarding and orientation materials, completion of required background checks and forms
- Draft offer letters and welcome emails for new employees
- Other duties as assigned

Knowledge, Skills and Abilities:

- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) is required
- Detail-oriented with excellent written and verbal communication skills
- Keen eye for detail
- Ability to work independently and in a collaborative setting
- Currently attending a post-secondary institution, in an undergraduate or graduate program in Human Resources or related field
- Demonstrate discretion, integrity, fair-mindedness, and a persuasive, congenial personality

How to Apply:

To apply, please send a cover letter and resume to tarseculeratne@omegacdc.org