



**550 East Main Street  
Rochester, New York 14604**

## **HUMAN RESOURCES INTERN JOB DESCRIPTION**

**Purpose:** Intern will support the Human Resources functions of the organization and coordinate special projects.

### **Responsibilities:**

- Develop a Job Description booklet with employment opportunities and intern opportunities to be used for Career Fairs. Each position will include a brief description and qualifications required.
- Develop a Power Point presentation for the CORE Digest Training
- Compile employee statistics for EEO/Affirmative Action Plan
- Develop an Education and Learning Catalogue to be used for training
- Archive terminated personnel files

**Other Responsibilities:** Copying, filing, faxing, opening and distributing mail in HR, recording information in database, send acknowledgements.

**Qualifications:** Ability to work independently and handle confidential information. Experience in an office setting; detail oriented and organized. Knowledge of Microsoft Office, Excel, ACCESS, PowerPoint

**Education:** Business, Communications, Human Resources, Management, Information Technology, or other related fields

**Schedule:** Flexible day schedule, (Mon –Fri 8:30-5:00) 10 hours per week minimum. Internships are unpaid.

### **Please Forward Resumes/Applications to:**

Human Resources Department  
Action for a Better Community, Inc.  
550 E. Main Street  
Rochester, NY 14604  
(585) 325-5116 EOE



