



7066 Interstate Island Road Syracuse, New York 13209 315.437.1899 [foodbankcny.org](http://foodbankcny.org)

## Human Resources Intern

### Position Summary:

The Human Resources Intern will assist the HR department with a wide range of day to day responsibilities and projects related to HR compliance, recruiting, onboarding/orientation, employee benefits and reception area, as needed. This position is unpaid.

### Qualifications:

- High School diploma or GED required
- Current college student pursuing Business Degree, Human Resources or related field

### Knowledge, Skills, & Abilities Needed to Perform Effectively in this Position:

- Ability to maintain confidentiality of all aspects of responsibilities
- Team Player
- Proficient computer skills (Microsoft Office & Outlook)
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail
- Passion for the mission and vision of the organization

### Essential Functions:

The Human Resources Intern's responsibilities will include:

- Assist with all aspects of recruitment: job posting, candidate review, phone screens
- Assist with new hire paperwork and benefit administration
- Assist with new hire orientation
- Assist with benefit fair and employee engagement
- Attend job fairs as schedule allows
- Assist with creating and updating job descriptions
- Assist with file maintenance
- Assist with termination processing
- Assist in reception front desk and additional administrative duties, as needed
- Promotes safety and compliance by setting a positive example and ensuring all employees are following safety policies and procedures

### Additional Requirements:

- Student member of SHRM a plus

Send resume and cover letter to:

Food Bank of Central New York  
Attn: Human Resources  
7066 Interstate Island Road  
Syracuse NY, 13209  
OR: [hr@foodbankcny.org](mailto:hr@foodbankcny.org)