



Working Wardrobes Job Description

Human Resources & Volunteer Management Intern

About Working Wardrobes: Since 1990, Working Wardrobes has changed the lives of over 110,000 at-risk men, women, young adults, and veterans. We are a non-profit organization providing workforce readiness, job training and professional wardrobe services in an environment of dignity and respect. At Working Wardrobes, we do everything in our power to help men, women, young adults, and veterans overcome difficult challenges, so they can achieve the dignity of work.

Human Resources & Volunteer Management Internship

The HR & Volunteer Intern will work directly with the Chief People Officer and Volunteer & Intern Manager on multiple facets of Human Resources including talent management, employee policy & procedures, recruiting initiatives and learning & development. This highly organized and detail-oriented intern will focus on staying updated with the latest labor laws including COVID related legislation. They will also receive hands-on work experience with recruiting both employee and volunteer support, launching a volunteer management system, and developing on-boarding training materials.

Sample Responsibilities:

- Researching current labor legislation and providing recommendations for how this may impact the company's current policies
- Assist in reviewing current volunteer handbook
- Assist in the launch and management of a new volunteer management system
- Documenting and updating policies & procedures
- Assist in the development of volunteer training & onboarding materials
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms.
- Coordinating new hire orientations and materials
- Assisting in the planning of employee engagement activities

Desired Qualifications

- Studying towards a degree in Human Resource Management, Non-Profit Management, Social Ecology, Human Services, Sociology, or related field
- Familiarity with some U.S. & CA labor laws
- Proficiency in all Microsoft Office applications and strong computer skills
- Adobe/Canva experience a plus
- Strong analytical and problem-solving skills
- Excellent administrative and organizational skills
- Effective communication skills
- The ability to work independently but willingness to pitch in on team projects as needed

Benefits:

Although this is an unpaid internship that does not lead to paid employment or include employee benefits, students are offered the following benefits:

- Full access to workforce readiness training and one-on-one job coaching through the Career Success Institute
- A professional business suit through our Wardrobe Center

- Opportunity to apply academic skills and knowledge in a workplace environment
- Fulfill college/university internship requirements
- Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County

Additional Information:

- 10-15 hrs./week
- Non-Paid. Academic Credit Internship
- Hybrid virtual & in-person opportunity while following recommended safety & health guidelines.
- *Safety Requirements:* Fully vaccinated individuals are not required to wear a mask but may still choose to do so. Unvaccinated individuals are required to wear a mask while indoors at any of our locations.

Application Procedure

- Resume & Cover Letter
- Writing sample

The cover letter is an opportunity for students to describe career and academic goals, to elaborate upon personal and academic accomplishments, and to identify what type of internship experience they are seeking. Writing sample may include a research paper, editorial, article or blog preferably related to your field of study.

As an **Equal Opportunity Employer**, Working Wardrobes does not discriminate against applicants or employees because of race, color, creed, religion, sex, national origin, veteran status, disability, age, citizenship, marital or domestic/civil partnership status, sexual orientation, gender identity or expression or because of any other status or condition protected by applicable federal, state or local law.

Submit Applications to Bianca Herrera, Volunteer & Intern Manager via email at biancah@workingwardrobes.org