HUMAN RESOURCES INTERN

The Human Resources Department of Japan Society seeks a summer intern to assist with staff and intern recruitment, the summer intern program, database management, benefits administration, and employee communications. The internship will provide a hands-on experience in human resource management and nonprofit administration at one of New York City’s leading cultural organizations.

Responsibilities:

• Place recruitment advertising for staff and intern positions. Screen resumes, and liaison with applicants and hiring managers;
• Help coordinate summer intern program and in-service trainings;
• Prepare and organize personnel files;
• Maintain and update human resources database, telephone lists, and organizational chart;
• Participate in benefits administration by reconciling billing statements;
• Produce employee communications.

Requirements:

• College or graduate student majoring in psychology, sociology, social work, business, organizational psychology or related field;
• Interest in human resources management;
• Excellent interpersonal skills;
• Strong computer proficiency in Microsoft Excel, Word, PowerPoint, and Outlook;
• Must be well organized and detail-oriented;
• Interest in arts and culture and/or Japanese culture a plus.

Internship Dates and Time Commitment:

This is a ten-week internship taking place from June 1st through August 6th, 2020. Seeking intern to work 3 days per week between Monday-Thursday.

Learning Opportunities:

• Obtain basic knowledge of human resources management;
• Acquire staff recruitment skills and experience including writing and placing recruitment advertisement, as well as screening and selection of candidates;
• Develop and implement internship programs;
• Increase database management and analysis skills;
• Advance writing and communication skills;
• Learn about Japanese arts and culture.

To Apply: Email resume and cover letter to jobs@japansociety.org. Please indicate HR Summer Internship in email subject line.