HUMAN RESOURCE INTERNSHIP

Internship (unpaid)

The HR intern will be exposed to all of the functions of a human resources department and assist in preparing the foundational needs of a strategic business partner. The position should coincide with a goal of achieving school credit. Major projects may include: updating job descriptions, applicant tracking, an internal marketing plan (employee recognition), a volunteer program, and communication tools.

Basic Function and Responsibilities including but not limited to:

- Assist Human Resources Team
- Work closely with all departments especially those with positions to fill
- Track all applications/resumes
- Produce training packets
- Order and ensure delivery of new logo nametags

Qualifications:

- Studying or recent graduate in human resources, law, communications, marketing, or business related fields
- Commitment to quality
- Able to work with a group in fast paced environment
- Experience in the computers and Microsoft office products
- Excellent communication skills, ability to multi-task and be detail oriented
- Available occasional nights and weekends as opening approaches
- Passionate about the importance of museum education in the community
- Ability to lift 20 pounds, walk and stand for long periods of time on concrete floors

APPLY FOR THIS INTERNSHIP HERE

THANK YOU FOR YOUR INTEREST IN THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY!