

Talent Acquisition/HR Internship

Position: Talent Acquisition/HR Intern

Commitment: Part-time (10-20 hours per week) | 6-12 months

Location: Remote

H.U.G. (Help Us Grow) is seeking a Talent Acquisition/HR Intern to support our hiring, recruitment, and onboarding efforts. In this role, you will collaborate with our team to identify, screen, and onboard qualified candidates for various positions within the organization. You will play a key role in developing recruitment strategies, strengthening partnerships, and utilizing online hiring platforms to expand our talent pool.

Key Responsibilities:

- Create and post job descriptions tailored to attract top candidates.
- Screen and vet applicants by reviewing resumes and conducting virtual interviews.
- Communicate H.U.G.'s mission, vision, and available roles to potential candidates.
- Facilitate onboarding, including coordinating introductory meetings and providing basic training for new hires.
- Utilize job boards and recruiting platforms (e.g., LinkedIn, Handshake) to source potential hires.
- Assist in developing recruitment plans and building partnerships to enhance hiring efforts.

Qualifications & Skills:

- Currently pursuing or recently completed a bachelor's degree in Human Resources, Business Administration, or a related field.
- Strong interest in talent acquisition, recruitment, and HR processes.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to prioritize tasks independently.
- Experience using LinkedIn, Handshake, and other recruitment platforms (preferred).

Why Join H.U.G.?

- Gain hands-on experience in HR, talent acquisition, and organizational development.
- Work in a collaborative and mission-driven environment.
- Help expand a team dedicated to improving literacy and education.

Join us and help build a team that makes a difference!