Volunteer Human Resources Intern

Organizational Background: The Minnesota Literacy Council is a nonprofit organization dedicated to improving literacy throughout our state. Our team provides direct services and strengthens literacy programs in Minnesota and beyond by providing training, national service resources and technical assistance to other organizations.

Purpose of Position: The literacy council is seeking a high-level intern to volunteer their expertise on a project related to the revisions of position descriptions agency-wide. Responsibilities related to this project include:

Responsibilities:
- Collect and review existing position descriptions for all positions (approx. 30-35)
- Make recommendations for a new position description organizational system
- Design a user-friendly position description template
- Update and reformat all position descriptions to fit into the new organizational system and template

Time Commitment:
- Approximately 8-10 hours per week between January and May 2019. The preferred completion date for this project is June 1, 2019.
- The weekly schedule is flexible and some of the work can be accomplished remotely.
- The project will include biweekly check-in meetings at the literacy council’s Main Office.

Qualifications:
- 1-2 years of experience in the field of Human Resources and/or equivalent coursework, training in the field
- Strong organizational skills.
- Excellent verbal, written, and interpersonal skills.
- Access to own computer and work space.
- Experience or familiarity with educational programs in a nonprofit setting helpful.
- Interest in literacy, education, and/or social causes.

Benefits:
- Build practical HR administrative skills.
- Gain knowledge of HR practices in a nonprofit setting.
- Explore the field of Adult Basic Education: the literacy council is proud to offer state-certified pre-service workshops for ESL and GED tutors; interns are welcome to participate in these workshops at no cost.

Supervision: This volunteer position reports to the Associate Director. Regular meetings in person and/or by phone will be available, as will access to other literacy council managers and staff throughout the project.

How to Apply: To apply please email cover letter and resume with Human Resources Intern in the subject line to: hr@mnliteracy.org. Open until filled; priority given to applications received by December 7. Please direct questions about the position to Debbie Cushman, Associate Director: dcushman@mnliteracy.org

The Minnesota Literacy Council fosters an organizational culture that is welcoming and inclusive to all. See our full diversity and inclusion statement here: https://mnliteracy.org/about/diversity-inclusion