

Recruiting and Human Resources Intern

Title: Recruiting and Human Resources Intern

Status: Unpaid internship

Work Schedule: Approximately 10-12 hours per week

Date Modified: August 2025

Reports to: Senior Human Resources Consultant

Human Resources Intern

EHR is boutique human resources consulting firm. providing executive and specialty search, compensation and benefits analysis, diversity, equity and inclusion, employment investigations, training, and transition services. We offer outsourcing and HR project services to clients across various business sectors, including nonprofits, philanthropic organizations and for-profit companies in Washington, DC, New York and nationally.

The Intern will assist with recruiting and human resources consulting activities, project preparation, support and research for senior consultants. The position is approximately 10-12 hours a week, sometimes more depending on the workload.

Typical responsibilities include:

- **Recruiting-** May assist in various client recruiting activities including document preparation, reviewing resumes, screening candidates, research, sourcing and client reports.
- **Social Media-** Plans and prepares 2x weekly posts for EHR's social media.
- **General Project Support-** The intern may help with editing and preparation of documents and presentations in support of general client HR projects and outsourcing initiatives.
- **Research-** May assist with general research including policies, laws, regs, and best practices.
- **Investigations-** If needed, helps with client workplace investigations such as preparation of documents and acting as a notetaker/assistant on investigation interviews.
- **Survey Analysis and Report Preparation-** May collect and analyze client survey data from Google forms and/or Survey Monkey. The intern may also assist in exporting data and transitioning information into graphs. Helps to draw meaningful conclusions and trends. Assists in preparing executive client summaries.
- **Training-** May assist in editing and preparation of documents and presentations in support of client training projects.

Position Requirements

This position requires:

- Relevant advanced degree in progress strongly preferred (MA/MBA, etc.).
- Previous directly related HR internship experience strongly preferred.
- Successful experience working in a remote team environment either with school or another internship.

- Must be organized and understand a sense of urgency with recruiting related activities.
- Software skills: intermediate experience with Canva, Word, Excel and PowerPoint. Experience assisting with social media placement strongly preferred.
- Has the ability to produce properly formatted proposals, reports and memos and to assist with the design of presentations for business development and/or training.
- A strong client service approach with excellent follow-up.
- Demonstrated ability to analyze data and strong analytical skills.
- Strong writing and research skills.
- Attention to detail.
- Demonstrated creative, innovative approach to problem-solving.
- Flexible approach and enthusiasm for new learning.
- Nonprofit experience or interest preferred.
- Ability to send a weekly project/progress update on Friday to the Managing Consultant and Senior Human Resources Consultant.

The intern will work remotely in a virtual team. This position is best suited for an entry level candidate looking to grow.

To apply, please send your letter of interest and resume to Stacey Berk, sberk@expandhr.com.

EHR is committed to providing an opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.