



Human Resources Intern – Part Time

Marin Senior Coordinating Council (Whistlestop)

12/22/09

Whistlestop is a non-profit organization that promotes the independence and well-being of older adults and the disabled in Marin County. Whistlestop provides a comprehensive and integrated range of programs, services and activities including low cost nutritious meals, transportation services and multicultural programs dedicated to improving the well-being of older adults and the disabled.

Our Human Resources Department has an unpaid part time internship opportunity.

This intern will receive practical HR job experience by assisting in the day-to-day operations of the HR function at Whistlestop. The Intern will be working in the areas of HR department development including staffing, recordkeeping and compliance, safety, benefits and compensation. Some projects and activities include:

- Recruitment - including applicant screening, tracking, performing background checks and orientation
- Performance management – creation of job descriptions, tracking and reporting
- Recordkeeping and HIPPA compliance - establishing HR and benefit files and ensuring compliance
- Creating HR reports, performing research and reporting on metrics
- Other projects as needed

We are looking for Interns who are studying and/or interested in professional Human Resources and that want to learn valuable skills while making a significant contribution to the community through working with a nonprofit. Applicants should have excellent communications skills, both written and verbal, good attention to detail and the ability to work independently. Applicants must be able to use diplomacy and maintain confidentiality. Microsoft office skills preferred.

Interested applicants should send their resumes to jobs@thewhistlestop.org. We are an equal opportunity employer.

Marin Senior Coordinating Council, Inc (Whistlestop)
930 Tamalpais Avenue
San Rafael, CA 94901