



# HUMAN RESOURCES

## Open Heart Leaders Nonprofit Organization

Sector: OHL ALL

Program: N/A

Type: Internship

### **Organization Description:**

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop a working knowledge of HR Laws and Regulations
- Track progress, deadlines, and priorities of all projects
- Build and provide insight into organization trainings
- Proofread HR documents including audits, organization paperwork, and handbooks
- May be responsible for creating meeting arrangements
- Ensure all job/volunteer management sites stay up-to-date with current job openings
- Sort incoming résumés and pass them along to the appropriate departments for screening
- Complete and email out regret and offer letters
- Assist in the recruitment, hiring, exiting and onboarding processes
- Maintain confidentiality regarding client, staff, and certain organization information
- Assist in administrative tasks and duties when needed

### **QUALIFICATIONS AND SKILLS:**

#### **Education & Experience**

- Working towards or have completed a degree in Human Resources Management or a related field
- Experience working in human resources and handling confidential material preferred
- Proficient in Microsoft Office and Google Suite applications
- A resident of the greater San Diego area

#### **Knowledge, Skills, & Abilities**

- Knowledgeable in the use of Microsoft Office and Google Suite (especially Excel/Sheets)
- Able to effectively manage time, prioritize, and multitask
- Able to work well in a multi-disciplinary, diverse, team-oriented environment
- Communicates effectively both orally and in writing
- Remains organized in a fast-paced work environment
- Solid active listening, reading comprehension, and critical thinking skills



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### **VALUE-BASED BEHAVIORS:**

- Frequently practices active listening by asking clarifying questions to gain a better understanding of other people's views
- Works effectively in a team environment and willingly cooperates with other team members
- Identifies and takes advantage of opportunities for personal and professional growth
- Honors the private and confidential matters of coworkers, clients, and the organization overall
- Deals with issues directly in a respectful and timely manner

### **PHYSICAL DEMANDS:**

- Must be able to sit for extended periods of time
- Must be able to see details at a close range
- May be asked to lift between 1-15lbs

### **HEALTH STATUS:**

- Must be able to provide proof of a negative COVID-19 test prior to working onsite in order to maintain safety standards

### **BACKGROUND CLEARANCE:**

- N/A

### **TRANSPORTATION:**

- N/A

### **TIME COMMITMENT:**

- Minimum 15 hours per week
- Minimum 6-month commitment

### **PAY:**

- Unpaid
- College credits may be arranged
- Work experience at an established non-profit organization



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**CONTACT INFORMATION:**

Human Resource Department

858-256-6736

[info@openheartleaders.org](mailto:info@openheartleaders.org)

[www.openheartleaders.org](http://www.openheartleaders.org)

**OFFICE LOCATION:** Remote or Physical