

## Human Resources Internship

(Remote Mentoring and Supervision).

Ref: HRDR-001-VS, Closing Date : Open till filled.

### **About American Recovery Trust Corporation**

The corporation was established in September of 2019 as a 501(c)(3) corporation. The corporation's primary mission is to collect and distribute funds to descendants of enslaved Americans, Funds will be available to qualifying descendants for programs and services that will improve their lives including but not limited to education, housing, health services, nutrition business, returning citizens support, legal support, addiction rehabilitation, behavioral counseling, daycare, eldercare, and others. Fund sources are donation primarily from corporations that used or profited from slavery.

We offer interns meaningful responsibilities and experience.

### **Duties and Responsibilities**

Interns will have full management responsibilities in all aspects of a Human Resource Department which includes:

Recruitment of staff and executives by:

- Preparing position descriptions
- Soliciting resumes from candidates, for primarily volunteer positions: from organizations requiring community services, colleges and universities and other sources
- Reviewing resumes and recommending candidates
- Interviewing candidates

Preparing performance evaluation forms

Recommending and preparing benefit packages

Preparing an Employee Handbook

Placing notices on recruitment web sites.

### **Requirements**

Proficient with MS Office Word and Excel.

Strong people skills. Ability to listen, compromise, and proficiency in writing and oral communication  
Excellent organizational skills.

Ability to meet deadlines.

Ability to work independently and research solutions and strategies with minimal supervision.

Capable of having remote supervision via Skype.

### **Preferred .**

Majors in Human Resources, Psychology, Sociology Business Management, Public Administration or have an interest in management of non-profit or for profit organizations

Able to use and host virtual meetings: Zoom, Facetime, WeChat, Skype or others.

**Compensation:** Intern applicants willing to accept unpaid positions will be given priority consideration.

**Contact:** Submit resume to [Ron@americanrecoverytrust.com](mailto:Ron@americanrecoverytrust.com) with cover letter stating most relevant courses completed and monthly payment desired or willingness to accept unpaid position.