



Voices for Children, Inc. is a non-profit organization dedicated to the welfare of the abused and neglected children of the Brazos Valley. Voices for Children recruits and trains community members to become Court Appointed Special Advocate (CASA) volunteers. CASAs advocate for a child or sibling group through the child welfare system until the child or siblings can be placed in a safe, permanent, and nurturing home. They serve as a link between the child and the court system to ensure that the child is not lost in the cracks of the larger foster care system.

Position: Human Resources Intern

Description: Voices for Children seeks an intern to assist with HR day to day duties. This position provides an excellent opportunity to gain hands-on experience in various aspects of Quality Assurance, interviewing, screening, maintenance of files and web based information database while working for a well known community based nonprofit.

Responsibilities:

- Assist with the preparations of monthly meetings
- Auditing of files and database
- Update and help maintain web based information database
- Create new files and assist with hiring paperwork
- Posting open positions VFC website, as needed
- Research and implementation of HR initiatives

Qualifications:

- Be an effective communicator, both written and oral;
- Ability to prioritize, multitask and meet deadlines;
- Excellent organizational skills
- Completed or working toward a college degree in Human Resources or related field
- Must be computer literate with a working knowledge of MS Office and Google Drive
- Work independently and identify potentially more effective methods of work operation

Hours: 15-20 hours a week. Work schedule is flexible between 8:30 AM - 5:00 PM Monday-Friday

Compensation: This is an unpaid volunteer internship.

To Apply: Please send a resume and three references to Myra Pineda, Office Manager at mpineda@vfcbrasos.org