



Position HR Intern

Location Washington, D.C.

About RI Established in 1990, Relief International (RI) is a leading global humanitarian organization that transforms adversity into renewal for the world's most vulnerable populations. RI aims to bridge the gap between immediate relief and long-term community development.

Position Summary

Relief International is looking for an intern with our Human Resources department, starting as soon as possible. Please feel free to submit your resume and contact information at any point but keep in mind that we assign internships based on availability.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assist HR department in compiling a database of the best sites and platforms to recruit for open job opportunities
- Conduct reference checks under supervision of international recruiter
- File resumes and applicant information electronically
- Help HR with special projects as needed
- May assist in intern and volunteer recruitment, including filing and maintaining database of incoming applications

QUALIFICATIONS & REQUIREMENTS:

- Dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.
- Strong interpersonal skills and ability to work independently, as well as part of a team
- 15 hours minimum; M-F varied schedule
- Professional demeanor
- Excellent written and oral communication skills
- Second language desired
- Knowledge of Excel and basic word processing
- General knowledge of world affairs and international/intergovernmental institutions.

Salary: Unpaid internship; monthly transportation stipend and academic credit available

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, 3 professional supervisory references, and date of availability to intern@ri.org. The email subject line should include the following: HR Intern DC.