



**Position** HR Intern

**Location** Los Angeles, CA

**About RI:** Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks an HR Intern.

**Position Summary:**

The Intern helps HR with filing, and special projects as needed. 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:**

- File resumes and applications electronically, among other items.
- Help HR with special projects as needed.

**QUALIFICATIONS & REQUIREMENTS**

- Ability and willingness to do a lot of filing and office support work
- Dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.
- General knowledge of world affairs and international/intergovernmental institutions.
- Strong interpersonal skills and ability to work independently, as well as part of a team
- 15 hours minimum; M-F varied schedule
- Professional demeanor
- Good written and oral communication skills
- Second language desired

**Salary:** Unpaid, monthly transportation stipend and academic credit available

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