

**TITLE:** Human Resources Intern

**EMPLOYER:** NEIWPC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

**BACKGROUND INFORMATION:** NEIWPC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across shared regions, ecosystems, and areas of expertise. NEIWPC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

The Human Resources (HR) Division is responsible for managing the employee lifecycle, including recruiting, hiring, onboarding, training, benefits and salary administration, performance management, data and records management, employee relations and engagement, and much more to ensure a compliant and engaged workforce.

**JOB SUMMARY:** The Human Resources Intern will primarily support NEIWPC's recruitment, hiring, and onboarding initiatives. It is the goal for this position to lead relationship building initiatives with key scientific educational institutions and refine recruitment strategies and accounts. The intern will also assist with targeted recruitment support for NEIWPC's major summer seasonal hiring initiatives. This position may also provide support to other HR-related functions including training, employee engagement, and data management.

**DUTIES AND RESPONSIBILITIES:**

**Recruitment:**

- Support NEIWPC's recruitment initiatives (finalizing posting materials and job descriptions, posting positions, receiving applications, maintaining applicant tracking processes, etc.)
- Promotion of NEIWPC's open positions by building relationships with key scientific educational institutions and organizations, attending virtual or in-person job fairs, and promoting NEIWPC's brand and work.
- Perform an audit of existing avenues and update online profiles as needed.

**Onboarding & Training:**

- Prepare onboarding materials and orientation schedules.
- Preparing employee records.
- Assist with training initiatives as needed.

**Employee Engagement:**

- Assist with coordinating and facilitating HR-led sessions at NEIWPC's All Staff Meeting and Meet & Greet events.
- Assist with employee engagement initiatives as needed (*Current Connections* employee newsletter, recognition programs, administering surveys and processing results, etc.).

**HR Administration:**

- Assist with data management, records retention, and information distribution efforts as needed.

Other duties as assigned.

**SUPERVISORY CONTROLS:** Incumbent operates under the general supervision of the Talent Acquisitions Information Officer, who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements, and

may also take instruction from other members of the HR Division as needed. The incumbent will independently perform tasks in an efficient and effective manner, using good judgment.

**REQUIREMENTS:**

- A valid driver's license and access to own transportation is required.
- Attendance is mandatory in the Lowell office for orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- This position requires incumbent to be in the office or at the assigned work location for scheduled work hours.

**PREFERRED QUALIFICATIONS:**

Minimum of 2-3 years towards a bachelor's degree in human resources, social services, business management, communications, or related field.

**Personal Characteristics**

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCJ.
- Ability to build collaborative relationships across NEIWPCJ and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the "value case" for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

**Special Knowledge and Skills:**

- Practical experience or educational instruction in Human Resources or recruitment preferred.
- Existing interest in environmental issues or a willingness to learn.
- A willingness to communicate with candidates and members of the environmental science community to promote NEIWPCJ's open positions and brand. A willingness to build relationships, and present information in a public setting.
- The ability to navigate computer systems is required:
  - Experience with Microsoft Office Suite, particularly Word, Excel, and Access.
  - Experience working with video conferencing platforms and leading discussions.
  - Experience managing and editing online accounts/profiles on various platforms.
  - Experience with WordPress and webpage editing is a plus.

**SALARY:** Paid hourly, rate dependent upon level of experience and qualifications

**BENEFITS:** Benefits are not provided, except for social security, workers compensation, unemployment insurance, and the elective deferral (employee contribution) portion of the 403(b) retirement plan.

**ADDITIONAL INFORMATION:** Position will not exceed 1,000 hours; incumbent will be expected to work 15-20 hours per week, with some flexibility. Position anticipated to begin late January 2025 and to extend through June 2025, with some flexibility.