

TITLE: Human Resources Intern

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

BACKGROUND INFORMATION: NEIWPCC 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.

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 NEIWPCC's recruitment, hiring, and onboarding initiatives. The intern will also assist with benefits administration, leave processing, and targeted recruitment support for NEIWPCC's 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 NEIWPCC's recruitment initiatives (finalizing posting materials and job descriptions, posting positions, receiving applications, maintaining applicant tracking processes, etc.).
- Promotion of NEIWPCC's open positions by building relationships with key scientific educational institutions and organizations, attending virtual or in-person job fairs, and promoting NEIWPCC'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.

Benefits Administration:

- Assist with new hire benefits paperwork and online enrollment.
- Assist with processing leave requests.
- Preparing hardcopy files and other documents as necessary.

Employee Engagement:

- 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 HR Director, who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. 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.
- 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

- Ability to exercise discretion in handling confidential information.
- A team player who is inclusive and willing to help others.
- Naturally prone to action and is committed to contributing to the success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC.
- Approachable and diplomatic.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly.
- Excellent organizational skills and the ability to prioritize key deliverables.

Special Knowledge and Skills:

- Practical experience or educational instruction in Human Resources or Business Administration preferred.
- Existing interest in environmental issues or a willingness to learn.
- Ability to communicate with candidates and members of the environmental science community to promote NEIWPCC's open positions and brand.
- The ability to navigate computer systems is required:
 - Experience with Microsoft Office Suite, particularly Word, Excel, PowerPoint.
 - Experience working with video conferencing platforms
 - Experience managing and editing online accounts and profiles on various platforms.

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 in November 2025 and to extend through June 2026, with some flexibility.