

Legal Aid Society of Mid-New York, Inc. (LASMNY)

Intern Posting - UNPAID

June 11, 2021

HUMAN RESOURCES (HR) INTERN

The Legal Aid Society of Mid-New York, Inc. (LASMNY) is committed to a diverse, well balanced and inclusive work environment. We strongly encourage students from all backgrounds and walks of life to apply for this unpaid internship opportunity.

Equal Opportunity Employer/Affirmative Action Employer.

The Legal Aid Society of Mid-New York, Inc. is a non-profit public interest law firm. We provide free legal information, advice and representation to people who are unable to afford a lawyer. The program area includes (13) counties: Broome, Chenango, Cayuga, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego and Otsego. In addition, our Farmworker Law Project services the entire New York State out of our New Paltz Office.

Visit us at www.lasmny.org.

The Legal Aid Society of Mid-New York, Inc. (LASMNY), is actively seeking a HR Intern to provide support to the Director of Human Resources. This is a great opportunity to gain worthwhile experience in the Human Resources field. This is an unpaid internship.

Essential Internship Functions

- Post open positions on social media sites;
- Coordinate new hire orientation packets;
- Assist with audits;
- HRIS data entry;
- Assist with development of employee handbook;
- Assist with database development;
- Conduct research for projects;
- Organize files;
- Perform other reasonable, related duties as assigned.

Internship Qualifications

- Enrolled in an accredited university/college studying Human Resources;
- Understands the importance of confidentiality;
- Proficient computer skills, including Microsoft Office – Word, Excel and PowerPoint;
- ADP experience helpful;
- Excellent professional, interpersonal and communication skills;
- Self-directed and ability to work without supervision;
- Energetic and eager to tackle new projects and ideas;
- Member of SHRM a plus.

Application Process - We encourage interested qualified students to apply for this internship opportunity by providing a cover letter, resume and contact information for (3) professional references at jobs@LASMNY.org.