



Metropolitan Organization to Counter Sexual Assault

Intern Title: **Human Resources Intern**  
Department: Administration  
Reports to: Human Resources Manager

### **Summary**

MOCESA's unpaid Human Resources Intern will work within the Administrative department to support training & development, compliance and employee relations.

### **Internship Requirements & Responsibilities:**

- Complete various Human Resources projects.
- Collect data, prepare reports and recommend policies.
- Complete a minimum of 5 hours per week for 8 weeks during business hours.

### **Qualifications:**

- This opportunity is open to all majors of study and is recommended for students in Human Resources, Business, Public and/or Nonprofit Administration, Social Work Administration and Public Health.
- Interest and/or experience with human resources, particularly within the nonprofit sector.
- Strong interpersonal and problem solving skills.
- A basic understanding of or interest in the field of sexual abuse and assault.
- Ability to perform administrative, computer-based tasks.
- Clear criminal and child abuse background screen.

### **Internship Benefits:**

- The Human Resources Intern will have the opportunity to gain experience and knowledge in working within the nonprofit environment.
- Modern office environment, project management experience and networking opportunities.
- Professional development opportunities including MOCESA's 40 hour training, weekly supervision and continuing education workshops.

**To apply:** Contact MOCESA's Volunteer Coordinator; 816-285-1376 or [volunteer@mocsa.org](mailto:volunteer@mocsa.org).