



**POSITION:** Human Resources Intern  
**SALARY:** \$16 per hour

### **POSITION SCOPE**

Human Resources Intern is a seasonal, position associated with our annual fair. This position offers individuals hands-on experience working in the Human Resources field. The intern will work in multiple HR functions with an emphasis on the hiring, onboarding and support of seasonal employees at the annual Alameda County Fair. Multiple positions are available and task assignments based on skills, team needs and the desired focus of individual interns. The position will start as part-time with increased hours during Fair. This position will begin March of 2022 and will continue until middle of July 2022. Our Fair hours are Wednesday through Sunday between 10 AM and 10 PM.

We are looking for resourceful and well-organized individuals with a dedication to helping others.

Please apply on our website at <https://annual.alamedacountyfair.com/fair-employment/>

### **WHAT YOU WILL BRING:**

- A willingness to learn
- A desire to gain Human Resources experience
- Proficient computer skills including Microsoft Word and Excel
- Excellent written and verbal skills
- Ability to communicate with compassion, professionalism and patience
- Excellent organizational skills
- A positive Can Do attitude
- Dependability and flexibility
- Ability to maintain confidentiality

### **WHAT YOU WILL DO:**

- Greet all incoming visitors as first point of contact, discovering needs and providing assistance
- Assist in the onboarding process of 300+ seasonal hires
- Prepare employee files and documents
- Assist in planning and executing Employee Orientations and Thank You events
- Generate safety-themed employee information
- Manage seasonal uniform program
- Produce employee and vendor ID badges
- Assist with employee timekeeping and payroll software
- Sell and reconcile employee discount ticket purchases
- Support our Volunteer Program and Payroll as needed
- Provide temporary administrative and support assistance to other departments in the production of fair programs

Alameda County Fair Association, a non-profit organization, is an Equal Opportunity Employer and encourages all qualified persons to apply.