



**POSITION:** Human Resources Intern  
**SALARY:** \$18 per hour  
**AVAILABLE:** March 2023 through July 2023

#### **POSITION DESCRIPTION**

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 and could built to a full-time position during Fair. This position will begin March of 2023 and will continue until end of July 2023. Our Fair hours are Wednesday through Sunday between 12 PM and 11 PM, except for the last week, we are open all days.

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

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

- A willingness to learn
- A desire to gain Human Resources experience
- Proficient computer skills including Microsoft Word, Excel and Google Docs
- 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:**

- Assist in the onboarding process of hundreds seasonal hires
- Prepare employee files and documents
- Assist in creating 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
- Collect and distribute mail
- 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.