



**POSITION:** Human Resources Intern  
**SALARY:** \$18 per hour  
**AVAILABLE:** March 2024 through Mid-July 2024

#### **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, new hire 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 before and during Fair. This position will begin March of 2024 and will continue until mid of July 2024. Our Fair hours are Wednesday through Sunday between 12pm and 11pm. HR office hours vary between 9am until 7pm.

#### **RESPONSIBILITIES:**

- Help recruit hundreds of seasonal hires for our annual Fair
- Assist new hires with electronic on boarding
- Attend multiple recruiting events throughout Alameda County
- Help prepare employee files and documents
- Create content for Fair-time Employee Newsletter
- Assist in creating Employee Orientation and Fairwell events
- Generate and maintain safety-themed employee information program
- Oversee BART program
- Manage, distribute and log seasonal uniforms
- Produce employee and vendor ID badges
- Assist employee's with their timekeeping, using payroll software
- Collect and distribute mail
- Support our Volunteer Program as needed
- Provide temporary administrative and support assistance to other departments in the production of fair programs

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

- A willingness to learn, jump in as needed, pivot quickly and adapt to a fast paced environment
- A desire to gain Human Resources experience, focusing on I-9 documentation and Work Permit processes
- Proficient computer skills including Microsoft Word, Excel and Google Docs
- Must have excellent written and verbal skills, both in person and over the phone
- Ability to communicate with compassion, professionalism and patience
- Excellent organizational and filing skills
- A positive Can Do attitude
- Dependability and flexibility
- Ability to maintain confidentiality

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

**To apply send resume to Traci Brumm, Alameda County Fair Association,**

**4501 Pleasanton Avenue, Pleasanton Ca. 94566 or Fax (925) 426-5192 or e-mail to [jobs@lamedacountyfair.com](mailto:jobs@lamedacountyfair.com)**