Catholic Charities, Diocese of Cleveland
Human Resources 10-Week Summer Fellow

Reports to: Director of Human Resources

The HR Fellow will directly assist the HR team with a wide range of projects, including but not limited to, HR compliance, recruiting, on-boarding/orientation, and employee benefits. This fellowship is designed to be both educational and practical. In this position, the Fellow will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest, and apply them in a professional setting. The HR Fellow will gain a better understanding of the role that Human Resources can play in a non-profit setting, and be better prepared to work in the arena of human resources and the nonprofit sector. The Fellow:

- Will select and work on various internal strategic projects that support the Workforce Development Initiative of the organization including the Woodruff grant project, Reimagining Orientation, and using various survey results to create dashboards that inform leaders so that change can be implemented
- Assist with sourcing hard-to-fill positions by working with hiring managers and the recruitment team to identify sourcing opportunities (via internet job boards or other placement outlets)
- Create and maintain an Ad database for sourcing information (i.e. websites, contacts, usernames, and passwords)
- May post jobs on the applicant tracking system, review resumes, and submit to hiring manager for review
- Work with marketing to develop a strategic plan for the implementation and usage of various social media outlets for recruiting and employee engagement initiatives
- Assist with on-boarding of new hires
- Collect and record new hire survey data and complete a report to show the findings
- May research other organizations or recognized HR bodies of knowledge
- Assist with various projects as needed

Requirements:
- Major in business with an interest and aptitude to work in Human Resources, or non-profit management fields
- Proficient in Microsoft Office and internet applications
- Must have competent oral, written and interpersonal communication skills
- Must have proven ability to work independently in an organized, time-efficient, results-oriented manner.
- Must be able to work effectively and professionally with diverse groups and all levels of staff within the organization
- Must have the ability to maintain confidentiality
- Experience in using social media platforms