

Curamericas Global, Inc.
Human Resources Intern
Position Description

Reports to: Executive Director and International Volunteer Coordinator

Application Deadline: Ongoing

Compensation: Unpaid

Length of Engagement: Prefer a minimum of 4 weeks (flexible hours/days, prefer a minimum of 2-3 days per week for a total of 8-15+ hours per week, during business hours)

Location: Curamericas Global, Inc. Headquarters office, Raleigh, NC

General Responsibilities:

Assist with the development and update of human resource policies and procedures

Verify all policies are current and applicable

Develop tools, guides and manuals to assist with the administration of HR-related policies and procedures

Identify and pursue opportunities for staff development

Other tasks and duties as assigned

Qualifications:

Responsible, motivated and flexible person, able to work in team and independently

Interest in international development and/or public health is desirable

Coursework on Human Resources management or equivalent

Experience in international setting; developing country-setting preferred

Strong writing skills preferred

Internet and Microsoft Office experience and skills required

Foreign language skills helpful but not required

Enthusiastic attitude and willingness to assist in the areas of most need.

Application Instructions:

Please send application, resume, and cover letter to Andrew Herrera, International Volunteer Coordinator, at Andrew@curamericas.org.