

Global Give Back Circle Internship

Human Resource Assistant (USA based)

For a Gender Equality Program in Kenya

Global Give Back Circle is offering a 2-month paid internship to a university student (4th year or recent grad) majoring in Human Resources. The assignment is focused on helping the organization short-list a host of qualified candidates seeking 80+ positions in the organization's scale up in Kenya.

This is an exciting opportunity for an HR enthusiast wishing to play a critical role in a gender equality scale-up program in Africa. The ideal intern will be someone with experience reading resumes and knowing when a resume is a good fit for a given position. The intern will also be responsible for running desk-top (LinkedIn, Twitter, Instagram, Tick-Tok and Facebook background checks on all interesting candidates. The intern will catalog and short-list all resumes while providing a recap of the desktop research findings.

This is a remote work position, reporting into the Leadership Team at Global Give Back Circle. The ideal candidate should have the following qualifications:

- Attending a US university / college and about to enter year 4, or a recent graduate.
- Major (or minor) in Human Resources
- Minimum 3.0 QPA
- Strong written communication skills
- Proficient in Microsoft Word and Excel
- Excellent organizational and prioritization skills

About Global Give Back Circle: Please refer to the website to learn more about the organization and the women and girls it supports in Africa. www.GlobalGiveBackCircle.org

This is a part-time position which requires 25 hours a week.

The internship pays a stipend of \$1,000 a month.

Please send cover letters and resumes to Bob@GlobalGiveBackCircle.org