



## Human Resources/Administration Intern

### **OUR MISSION:**

**To provide an immediate response to basic human needs and to promote pathways to self-sufficiency.**

**Jeffco Action Center** is a private not-for-profit organization staffed primarily by volunteers serving **residents of Jefferson County and the homeless** since 1968. Jeffco Action Center is not a county or state government agency. Everything shared with clients has been donated or provided by grants.

**JOB SUMMARY:** Assist with operational aspects of agency in HR, accounting and program areas. Assist with creating and implementing program evaluation for agency. Responsible for documenting and updating agency processes, procedures, and statistics.

### **RESPONSIBILITIES:**

- Assist in HR processes and procedure development
- Maintain records and documentation as instructed including time sheets, leave requests and documentation, cafeteria plan.
- Assist with roll out and maintenance of benefits systems.
- Assist with payroll documentation.
- Assist in program areas as needed.
- Document and provide program statistics to functional areas.
- Working with staff, create and implement program evaluation.
- Represent the Action Center in community as required.
- Based on interest, participate in other program areas including shelter.

The Director of Operations will supervise this position. The EMS Manager will provide clinical supervision.

### **REQUIREMENTS**

- Bachelor's degree in human services field, or equivalent work experience. For GSSW students, second year community track student.
- Good organizational skills, ability to exercise initiative, good judgement.
- Understanding of program evaluation techniques including logic models.
- Relate well to clients, volunteers, professional service provider staff, staff and general public.
- Good communication, organizational and problem-solving skills, ability to exercise initiative, flexibility in managing time and work independently.
- Relate well to volunteers, staff and board members of all ages, other professional agencies, and general public.

- Must be a team player.
- Willingness to multi task and work effectively in a fast paced environment.
- Willingness to learn new tasks.

**HOURS:** Hours determined by college program and Jeffco Action Center's need.

**PERSONAL CONTACTS AND PURPOSE**

Human Resources/Administration Intern works closely with all staff, clients, and volunteers throughout the agency. Human Resources/Administration Intern may represent Jeffco Action Center, Inc. to the community as assigned to build support for the mission of the Action Center.

**PHYSICAL DEMANDS**

The work will involve normal physical activity associate with office and food/clothing bank environment. Some lifting and related physical activity associated with food/clothing bank may be required. Travel by car will be required on occasion.

**WORK ENVIRONMENT**

Work will be primarily in an office and food/clothing bank environment. Some travel within the community may be required in the representation and promotion of Jeffco Action Center, Inc. mission or in travel to shelter. Interaction with clients of Jeffco Action Center will require an awareness of and dedication to addressing human needs.

**TO APPLY**

E-mail or send your resume and cover letter to:

Ann M Vorick  
Manager of Volunteer Programs  
Jeffco Action Center  
8755 W. 14<sup>th</sup> Ave.  
P.O. Box 150609  
Lakewood, CO 80215

e-mail: [annv@jeffcoac.org](mailto:annv@jeffcoac.org)

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