



THE POWER OF CHANGE

Human Resources Administrative Intern

Department of Human Resources, Finance & Administration
333 Sheridan Ave, Albany, NY

ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:

Do you want to make a difference in your community? Albany Community Action Partnership (ACAP) does just that! ACAP is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold. For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

RESPONSIBILITIES:

Human Resources has a vital function in our 200 person non-profit. As a growing organization, we are looking for an intern who is eager to learn the ins and outs of the technical pieces surrounding the function of Human Resources.

Description of tasks includes (but is not limited to):

- Document current processes for employee hiring and termination as well as new hire orientation
- Aid in the creation of the yearly employee calendar
- Internal audit of files for compliance with Office of children and family services requirements, Head Start Program requirements
- Preparation for upcoming federal audit of the HR Department (involves copying, obtaining documents, computer entry work)
- Prepping orientation materials and in-service materials
- Filing and record management of personnel and medical files

CLASSIFICATION / HOURS:

Flexible! We understand that you are students too. Although this is an unpaid internship, we are willing to work with professors so that you can receive course credit for the work that you do with us. An ideal candidate will be willing to work 10 – 20 hours per week.

APPLICATION PROCESS:

Please send a cover letter and a current resume to:
Albany Community Action Partnership, Human Resources
333 Sheridan Avenue, Albany, NY 12206
FAX: (518) 463-8185
E-MAIL: HR@albanycap.org
Selected Candidates will be contacted for interview.
No Phone Calls Please

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**We are proud to be an EEO/AA employer M/F/D/V.
We maintain a drug-free workplace and perform pre-employment
substance abuse testing**