

# Upcoming Vacancies – 2022

## **2022 CAHRA Intern**

The Capital Area Human Resource Association (CAHRA) is looking for an HR Intern to perform various administrative tasks and support our chapter with membership activities.

This is a volunteer internship opportunity, without compensation and on an at-will basis. The selected Intern will be granted a complimentary membership to the CAHRA organization for the calendar year of (January 1 – December 31, 2022).

More Details to Come!

**CAHRA Human Resource Internship  
Jackson, MS Metro area**

If you are interested in kickstarting your career in HR and getting an opportunity to learn more about the field of HR and an opportunity to network with HR professionals, we would like to meet you.

**Description and duties brief**

The Capital Area Human Resource Association (CAHRA) is looking for an HR Intern to perform various administrative tasks and support our chapter with membership activities. Ultimately, you will assist in organizing and coordinating various initiatives in support of the chapter. This is a volunteer internship opportunity. This is a volunteer internship opportunity, without compensation and an at-will basis. The selected Intern will be granted a complimentary membership to the CAHRA organization for the calendar year of (January 1 – December 31, 2022). The intern may attend all monthly meetings hosted by CAHRA during the internship calendar year.

**Position is currently remote (pending CDCs clearance to resume hosting in-person meetings).**

**Benefits to this internship:**

- You will gain real-world work experiences
- You will develop real-world knowledge, work ethics, and team spirit.
- You will receive access to educational seminars and networking opportunities

**HR Intern responsibilities include:**

- updating and reconciling membership directory (CAHRA website and Manual Roster)
- updating social media pages (LinkedIn and Facebook)
- posting and removing job ads from CAHRA site
- maintaining and storing membership records by year
- assisting committee chairs with organizing chapter events and meetings (Ex. Membership Drives, fundraisers, and webinar registrations)
- Other duties may be assigned as needed.

**Requirements**

- A full-time student currently pursuing or have an Associates or Bachelor's degree in Human Resources, Business Administration, Organizational Psychology, Communications or any related fields within the Jackson, MS Metro area.
  - If an internship is required by course curriculum, correspondence approving your participation in this internship from a faculty member is required.
- Experience with MS Office Excel, Word, PowerPoint, DropBox, and CISCO WebEx tools
- Ability to work as part of a virtual/in person team.
- Strong analytical and problem-solving skills.
- Excellent administrative and organizational skills and effective communication skills.
- Ability to meet deadlines and detail-oriented.
- Maintain confidentiality of documents/systems, sensitive business data and other chapter related materials.

Please submit your resume, copy of transcript, and letter of interest to [jxncakra@yahoo.com](mailto:jxncakra@yahoo.com) by November 1<sup>st</sup>. For more information regarding CAHRA, please visit [www.cakra.shrm.org](http://www.cakra.shrm.org) or feel free to contact a member of the CAHRA Board.