



HR INTERN

Working at Spectrum Works offers a great opportunity to drive social change, increase the employability of youths with autism, and make a significant impact.

Spectrum Works' innovative workforce development model provides job training and employment to young adults with autism. Spectrum Works builds inclusive workforces at our partner companies by integrating young adults with autism into their workforces. The program prepares our students for entry level jobs that meet the needs of corporate partners and creates a path to success for individuals with autism.

Spectrum Works' first social enterprise is a nonprofit screen printing business created with its partner company Green Distribution. Green is one of the largest screen printing companies on the East Coast and produces screen printed apparel for brands such as Universal Music and Harley Davidson. Spectrum Works has also implemented its model at Rent the Runway by integrating student trainees at their Secaucus based distribution facility.

Spectrum Works is going through a period of exciting growth and change —we are hugely ambitious for our future, and we are looking for colleagues who share in our ambition!

JOB SUMMARY

We are currently looking for a motivated undergraduate or graduate student to join our Spectrum Works team as an HR intern. The ideal candidate will be flexible, highly responsible, and eager to learn. If you are looking for a rewarding career with young adults with autism, possess excellent communication and time-management skills, and collaborate well with others, then this is the job for you. While working with our students and staff you will gain new skills to further your experiences in the human resource field. Join our team and help young adults with autism live up to their potential for stable, successful, economically self-sufficient lives.

Spectrum Works is unique because our office is located within each of our partner company's facilities. The HR Intern will supervise & train students with autism on how to perform specific job tasks, manage a work routine, and acquire the social/personal skills that are critical to successful employment. The HR Intern will execute a series of HR and office related tasks.

HR RESPONSIBILITIES

- Assist with improvement of evaluation template(s) and tools
- Assist with goal planning process for trainees
- Collaborate with other staff on developing training materials and courses
- Assist with tasks related to scheduling, organization, and employee progress
- Develop job and skills tracking system/materials

- Teach students job readiness skills including: resume/cover letter writing, job searching, interviewing
- Conduct mock interviews with students and provide feedback
- Other HR & office related tasks

GENERAL RESPONSIBILITIES

- Develop, coordinate and implement strategies to work with trainees
- Teach trainees job readiness skills including: business communication, time management, workplace readiness, and social skills
- Supervise and coach trainees in specified workplace skills to achieve identified goals
- Document and maintain attendance records, log notes, and evaluations
- Maintain professionalism in a manner that models workplace behaviors for trainees
- Maintain cooperative relationships with Spectrum Works partner companies and support the onsite experience of the trainees
- Assist with continuous improvement of the job training program

KEY QUALIFICATIONS

The ideal candidate will have excellent communication skills and an understanding of youth development. He/she should have the energy, commitment, and passion needed to help young adults with autism reach their potential.

- Bachelor's degree (obtained or underway) in Psychology, Sociology, Nonprofit Management, Human Resource Management, Training and Development, or related fields
- Flexible days and hours, but must be available to begin work by 9:00 am (Typical schedule is 9:00 am-1:00 pm, but other options are available)
- Passion for the Spectrum Works mission
- Excellent written and verbal communication skills
- Highly motivated to achieve, with the ability to solve problems and overcome obstacles
- High level of ethics, values, integrity and trust
- Must be able to pass a background check

SKILLS

- **Required:** Microsoft Word and Excel
- **A Plus:** Adobe Creative Suite

SALARY: This internship is unpaid – a travel stipend is available. Spectrum Works Staff can help you navigate your University's process for how to earn course/internship credit if attending university.

OTHER BENEFITS: Access to training certifications. To seek course list go to <http://directcourseonline.com/courses/> and choose your DirectCourse.

CONTACT: Applicants should submit a cover letter and resume to info@spectrumworks.org. Please write **HR Intern** in the subject line. Applicants without a cover letter will not be considered.