



JOB ANNOUNCEMENT

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HUMAN RESOURCES INTERN

We are -

Headquartered in downtown, Washington, DC, the **American Immigration Lawyers Association (AILA)** is a nationally recognized and respected organization with over 14,000 attorney members who practice and teach immigration law. For our membership, we provide advocacy, continuing legal education, practice resources, professional services and expertise.

Founded in 1946, AILA's mission is to promote justice, advocate for fair and reasonable immigration law and policy, advance the quality of immigration and nationality law and practice, and enhance the professional development of its members.

Your role -

The Human Resources Intern will support the needs of the department through a wide range of high-level projects related to compliance, recruiting and reporting. This internship is designed to be both educational and practical. In this position, the Human Resources Intern will learn how to take skills acquired in the classroom setting, and apply them in a real-world professional setting. (S)he will gain an understanding of the role that human resources play in a non-profit setting.

The Human Resources Intern will assist the department with the following projects and endeavors:

- ◆ Assist the department in developing and creating a comprehensive monthly newsletter for managers.
- ◆ Perform an analysis of exit interview responses over the past 5 years.
- ◆ Update materials used during open enrollment (e.g., employee benefits guide, enrollment forms, etc.).
- ◆ Research options for online open enrollment software.
- ◆ Research and collect data pertaining to various HR initiatives.
- ◆ Support in organizing HR events, activities and functions.

Your background -

- ❖ Prefer candidate pursuing a Masters Degree in HR Management or Organizational Development.
- ❖ Proficient in Microsoft Word, Excel, Outlook and PowerPoint
- ❖ Excellent verbal and written communication skills.
- ❖ Ability to work independently and as part of a team.
- ❖ Must be able to maintain confidentiality, professionalism, and overall model conduct at all times.
- ❖ 15-20 hour per week commitment.

Our workplace -

We offer a dynamic and collaborative work environment. AILA received recognition as a **50 Best Places to Work** by *Washingtonian Magazine*, and one of the **Principal 10 Best for Employee Financial Security**. Our diverse membership is comprised of knowledgeable, compassionate, and dedicated professionals who constantly work to navigate the complex practice of immigration law.

To apply -

We invite qualified applicants to submit **cover letter and resume** to: AILA-HR Intern, hr@aila.org. Please include in your cover letter any information related to your interest in this internship not reflected in your resume. This internship is available immediately. NOTE: Cover letters will be used as writing samples.