



VIRTUAL Human Resources Coordinator Wanted!

Do you want to take part in the opportunity of expanding a business that will make a positive and significant impact on millions of people? How about becoming involved with a unique and diverse team of go-getters like you, with leadership that leads by example? If you are eagerly searching for a rising company that has more opportunities than we can handle while you determine your own career for the future; if you want an opportunity to learn what you are made of, growing in ways in which you had never imagined and every day, be challenged and still love what you do in a virtual environment, then you have successfully found the ideal internship of your dreams!

Born in 2007 and based out of Seattle WA, Founder Super Julie Braun created our company SuperInterns.com LLC, www.SuperInterns.com to the rescue! As a for-profit company with a super purpose, we help millions of people. Today, our priorities focus on assisting entrepreneurs, start-up leaders, business owners, human resource professionals, For Purpose Organizations (NPO), career seekers and hard-working individuals of all ages and demographics who need internships to further their careers.

To find out what we believe in and who we are, please go to <https://youtu.be/10BluzGDE-I> and watch our Company Manifesto.

Essential Duties and Responsibilities

- Reaching out and coordinating with new interns to get them up to speed with SuperInterns.com
- Conducting new intern orientation, reviews, and weekly check-in meetings, mentor, and train new interns.

- Building new relationships with schools and get our internship processes and paperwork up to snuff and down to a science.

Knowledge and Critical Skills

- You should also be creative and be able to conduct some research and analysis.
- Organized, detail-oriented, dependable, excellent verbal and written communication skills.
- Adaptable to changes in projects and priorities, comfort and proficiency with email, the Internet, MS Office, and learning user-friendly software.
- Extremely motivated, super organized, and an ambitious team player who has a serious attention to detail.
- Able to multi-task, work independently, be punctual, and able to attend Skype meetings once or twice a week.
- Ready to join a highly creative team in a fast-paced environment and gain valuable experience with a growing company.
- This is a learning environment; we don't expect you to know everything! Applicants with prior experience with being a Human Resource Coordinator are preferred, but **WE WILL TRAIN THE RIGHT PERSON** who is enthusiastic, dedicated, and willing to learn. If you want to be a professional Human Resource Coordinator expert someday, this internship will give you that experience!

Beneficial Opportunities

- In addition to receiving high-level skills and experience that will forward your career goals and immediately increase your prospects for higher-paying, more rewarding jobs, you will also receive mentoring on your resume, interview skills, and professional goals.
- Any work that is not confidential can be added to your professional portfolio. You will work directly with the Human Resource Coordinator Team and the team seniors.
- You will also have frequent input and communications with the Founder of SuperInterns.com and get the inside, behind-the-scenes view of a virtual national company.
- You will have access to a variety of training materials on sales, marketing, internship program management, and other topics, worth thousands of dollars.
- Successful interns will receive a top-notch letter of recommendation and referrals to important business and employment contacts.

Location

This internship is a virtual/remote internship. Sit back, relax in an environment where you can work from home, your local coffee shop or anywhere else with a secure internet connection and ability to meet on Skype.

Webcam

The purpose of having a webcam is to ensure that our teammates are provided with the best learning experience imaginable. We request that all candidates have a webcam available on a

continual basis, including before your first and second interviews. We offer the same experience that you receive as if you were to step inside an employer's office for an interview, or as if you are surrounded by your teammates during a crucial meeting to discuss strategies of improving both the service and experience which the company is offering.

Skype Phone Application

As a virtual company, we use Skype as our primary form of communication. You will need to have Skype on your laptop, desktop or tablet so you can turn on your video camera, have face-to-face meetings, share your screen and interact with our team.

NOTE: Your cell phone should not be your main source of working on assignments or for meetings at SuperInterns.com. Please be prepared with a laptop, desktop or tablet that is functional and properly secured during your internship with us.

Timing

Immediately! Our internships are 200 hours which is approximately 10 hours a week for 20 weeks. Once you have completed the maximum amount, there are opportunities for advancement into a Sr. role with the Public Relations Team, depending on how well you excel in your role.

Compensation

This is an **unpaid virtual internship**, but the experience and connections you will get for your professional portfolio and resume are priceless!

You can apply at <https://www.superinterns.com/get-a-virtual-internship/>

