

People (HR & Recruiting)

Over the course of an eight-week paid internship in the summer of 2021, Emerson Collective will catalyze an extraordinary and talented group of college students through mentorship, enriching programs, and meaningful work experience.

Selected Interns will work out of the Emerson Collective offices in Palo Alto, California or Washington, DC. Those interning with XQ will be based in Oakland, California. Placement locations will be determined by the internship and we are unable to accommodate adjustments.

Areas of focus include, but are not limited to, communications, project support, events, policy, and research. Summer interns will also participate in weekly programming designed to develop leadership capacity and build out professional networks.

Scope

The People (HR) Team powers the employee experience of Emerson Collective employees, and of those in the EC ecosystem. A summer internship on the People Team will provide an in-depth lens into the inner workings of our stellar HR & Recruiting operations as well as the opportunity to work alongside a collaborative team that provides support across the entire organization. Interns should have a general interest in HR and/or Recruiting and stated interest in one or more of our core areas of focus, including but not limited to, onboarding, recruitment, benefits, HR tech systems, performance feedback, employee relations, and/or compliance). A People Team intern will contribute to several projects simultaneously in many of the core team functions – with assignments ranging from research on various roles, people program operations and analytics drafting and reviewing position descriptions, assisting with online job postings, and facilitating the onboarding of new hires. The intern will build their capacity to manage and prioritize a range of responsibilities. Successful candidates should exhibit attention to detail, sound judgment, excellent communication skills, the ability to prioritize and manage tasks with competing priority level, as well as a proactive attitude and the ability to maintain confidentiality and discretion at all

times. The People Team intern will work at the Emerson Collective offices in Palo Alto.

Qualifications

- All interns may encounter sensitive information and are expected to maintain a high level of discretion and confidentiality.
- Flexible and adaptive work ethic; all interns will contribute to special projects across different teams as they arise.
- Competent problem solving and confident self-starting skills
- You're passionate about social impact, particularly fighting poverty, improving schools, making government work well for all, environment, and/or immigrants' rights.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills, and always follow through.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.
- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality, and integrity.

- You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.

Location

- Palo Alto, California

Compensation

This is a paid internship that offers both housing and travel stipends.

Questions

Please direct any questions to internship@emersoncollective.com

Students: [Click here to apply](#)