

Human Resources Intern

Mission: Cultivating environmentally sound, economically viable, community-focused farms and food systems

Position overview: The Human Resources Intern will work closely with staff to gain hands-on experience and support Pasa's ongoing HR needs. This includes developing a deeper understanding of records, processes, and protocols in a progressive organization. Opportunities for project leadership, professional development, and guided learning opportunities will be a significant focus for this position.

This is a Harrisburg-based position with in-office workdays and monthly in-person all-staff meetings (following COVID-19 safety guidelines). All interns and employees are required to attend our annual Sustainable Agriculture Conference, which takes place each February in Lancaster, PA.

Responsibilities

- With guidance from Operations Director, identify, design and implement at least one human resource-related project per quarter
- Timely and consistent communication with Operations Director
- Timely and consistent support for Pasa staff human resource needs
- Organize digital materials (job applications, policies, procedures, etc.)
- Assist in reviewing and updating human resource policies
- Additional tasks and responsibilities as needed

Qualifications

- Practical human resource experience or coursework in a related field
- Familiarity with Google Suite and basic software applications
- Skilled in verbal and written communication

Preferred qualifications

- Interest or experience with sustainable agriculture, food systems, or a related field

Compensation: This internship is 12-15 hours per week with a \$775 monthly stipend through June 2022 with the possibility of continued or increased employment thereafter, considering organizational needs and funding availability. This position is not eligible for benefits.

How to apply: We are committed to advancing diversity, equity, inclusion, and justice through our hiring practices. This entails reviewing application materials anonymously (without the applicant's name exposed) to help prevent potential unconscious bias. Please adhere to the following protocol when submitting your application materials:

- **Step 1:** [Complete this short questionnaire](#).
- **Step 2:** After completing the above questionnaire, you will receive an applicant ID number. This number is unique to you and your application.
- **Step 3:** Name your resume as “[Applicant ID] Resume” (e.g. 12345 Resume). Please do not include any part of your name in the file name (e.g. don't use “Doe 12345 Resume”).
- **Step 4:** Name your cover letter as “[Applicant ID] Cover Letter” (e.g. 12345 Cover Letter) Please do not include any part of your name in the file name (e.g. don't use “Doe 12345 Cover Letter”).
- **Step 5:** Email jobs@pasafarming.org with your cover letter and resume attached as outlined above by May 21, 2021.

Initial interviews will be conducted remotely via Zoom. The anticipated start date for this position is June 21, 2021.

Employee value statement

We are passionate about effectively advancing our mission. We value employees who:

- share our passion and can clearly communicate the value of our work to others;
- consider how we can do things smarter and more efficiently;
- anticipate and address roadblocks or other challenges;
- stay current on trends in the field;
- embrace and accommodate change; and
- continuously advance their knowledge and skills through professional development.

We strive to create a work culture that promotes both independence and collaboration.

We value employees who:

- are committed to fostering a connected, respectful, and responsive work environment, whether work is being conducted remotely or in person;
- exemplify honesty and integrity;
- possess excellent interpersonal skills;
- exercise good judgement and take initiative when needed; and
- can recognize when to ask others for advice, feedback, or support.

We take pride in the quality of our work. We value employees who:

- consider the big picture while paying close attention to accuracy and detail;
- can clearly and thoughtfully communicate in person and in writing;
- are highly organized; and
- thrive in a fast-paced, professional work environment.

We are an equal opportunity employer and encourage Black, Indigenous, and people of color; LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and members of other underrepresented or underserved groups to apply.