

# Human Resources Internship

## About us

Siffrin is a not-for-profit service organization that empowers people with disabilities to achieve full community access. All persons with intellectual and/or physical disabilities will be integrated into their communities with opportunities, choices, and equal rights.

Siffrin is professional, fast-paced, and collaborative.

The ideal candidate for this position will be motivated and willing to learn! A college student pursuing a bachelor's degree in a Human Resource related field is preferred.

## Responsibilities:

- Updating policies and procedures to ensure compliance with company culture and legal requirements.
- Update Standard Operating Procedures.

Job Type: Temporary

Pay: Negotiable

## Physical setting:

- Office
- Remote (will be considered on a fractional basis)

## Schedule:

- Monday to Friday

Apply by emailing resume and cover letter to Ronald Duff, HR Director, at [rduff@siffrin.org](mailto:rduff@siffrin.org).