



DON'T MESS WITH DRUGS FOUNDATION

Human Resources Internship

Don't Mess with Drugs Foundation provides education, mentoring and rehabilitation services to improve young people's lives and to save lives. It is a non for profit charity.

Vision and Mission:

To create a better Australia around us. To have a positive impact on those who misuse and abuse drugs, and help them through education, mentoring and rehabilitation to have healthy and meaningful lives.

Why we exist?

Young lives are at risk and impact on the whole community. We will not sit on the sidelines and not do anything about it.

Position: Human Resources Internship

Description:

DMWD Foundation is a start it from the ground non for profit charity. We have a small team of staff who needs a well-organized, methodical and well informed person to implement correct procedures. The role is varied it includes staff rosters, scheduling and employment contracts. You will help create a healthy, friendly and enjoyable working environment.

Responsibilities:

- Assist in recruitment
- Record all resumes and personnel documents in HR electronic files
- File physical HR records in HR filing cabinet
- Proof reading and editing profiles
- Liase with Managers recording HR issues
- Scanning and emailing HR documents
- Create employee packs
- Co-ordinate Induction appointments
- Create interview appointments
- Creating job advertisements
- Phone screen applicants
- Data Entry and general administration
- Complete appropriate paperwork for new and existing employees
- Ensure procedures are performed correctly
- Advising employees on safety issues
- Create new personnel files
- Update various data bases applicant flow
- Research and collect data for various HR initiatives
- Networking with external resources





Finance and Accounting Intern

Qualifications:

- Combine in class theory with real world applications
- Decisive thinker – analyse information quickly
- Skilled influencer.- able to gain commitment
- Personally credible – takes a professional approach
- ❖ Collaborative – work well with people
- ❖ Driven to deliver – determined to deliver best result
- ❖ Courage to challenge - speak up when necessary
- ❖ Role Model – leads by example
- ❖ Curious – open minded, looks for ways to make organization better.

Start Date: TBC

Hours: 10 hours per week

Compensation: This is an unpaid internship. However, academic credit may be applicable pending the circumstances.

Benefits to Intern:

- All work and participation is supervised
- All work has clear instructions, guidelines and learning outcomes
- There is feedback and communications at regular points during the internship period
- Work is assigned on ability, interest area and relevance to study and course
- Varied levels of work and different types of challenging tasks to suit students
- Hours are flexible and adjusted to individuals and tasks allocated during internship period
- ❖ Tea, coffee, lunch provided.
- ❖ Safe work environment.
- ❖ Reference will be provided if required, at the end of the internship.
- ❖ Potential for some paid work after intern period and study is completed.
- ❖ Monday to Friday.
- ❖ If required for field work during the weekend, non-intern terms may/will apply.
- ❖ DMWD is an Equal Opportunity Employer.

