

# Yavapai College Internship Announcement



## Attention Students

Internship opportunity available

**Employer:** Stepping Stones

**Pay:** Paid Internship \$13.50 with chance for Permanent Hire

**Work Schedule:** Will work around YC schedule

**Title:** Stepping Stones HR Assistant Internship

**Summary:** Since 1980, at Stepping Stones dedicated advocates have been available 24/7/365 for local families who need safety and support to live lives free from domestic violence, sexual assault, and other forms of victimization. Stepping Stones is willing to work with a YC student for a paid Internship working as an assistant to the HR Coordinator. Internship can be 10-16 weeks and this Internship has the opportunity for hire upon completion.

### Position Responsibilities:

1. Work with HR coordinator to create a training schedule for all staff
2. Assist HR to implement the training schedule
3. Work on keeping their policy manuals current
4. HR recording keeping
5. Assist in onboarding, engagement, and development activities

### Preferred Skills & Qualifications:

- High School Diploma and YC Student with Leadership skills
- Proficiency in organizational skills, attention to details, good computer skills, and good customer service
- Strong self motivation, time management with desire to learn more daily.



Interested: Please email Linda Brannock, YC Career Coach at [Linda.brannock@yc.edu](mailto:Linda.brannock@yc.edu)