



HUMAN RESOURCES INTERN

Fall 2024 Internship

Hybrid

15-19 hours weekly

Stipend provided

About Be Natural Music Therapy and Wellness

We are a 501c3, nonprofit corporation located in Cedar Hill, Tx since 2019. We provide advocacy, education, and support for the underserved communities in DFW and surrounding areas. Our core programs are mental health awareness through mental health first aid (MHFA) training, self-expression workshops and stress management workshops. Our mission is to improve the mental and physical health outcomes of the communities we serve-one individual, one family, one community at a time.

Job Description

We are looking for a talented team player with strong “people” skills to assist with revamping our HR policies and procedures and onboarding of new talent.

Duties and Responsibilities

- Assist with reviewing and updating our HR policies and procedures incorporating best practices
- Assist with updating current onboarding process for volunteers/staff
- Assist with transitioning to and developing an automated onboarding process

- **Required Education/Experience/Skills**
- Enrolled in and on track to graduate from a four-year college or university with an undergraduate or graduate degree in human resources management or organizational behavior or a related discipline.
- Demonstrate effective oral and written communication skills.

Preferred Skills

- Ability to complete tasks as assigned with limited supervision

Contact: Cynthia Moore, CEO at info@benaturalwellness.org