



Job Description

Job Title:	EMPLOYEE ENGAGEMENT INTERN	FLSA Status:	Non-Exempt
Job Code:	6846		
Last Modified:	12/03/2018		

Position Summary:

For the period of the Internship, provides assistance to the Engagement function within the Human Resources Department with day-to-day operational activities and with projects. Specific projects to include preparation of Great Place to Work certification submissions, programs and functions that support organizational culture of engagement, and other engagement related functions in preparation for internal and external surveys of our employee, associate, and provider populations.

Essential Functions:

Great Place to Work

Under supervision and direction of the Manager, Engagement: prepares and supports culture brief for Great Place to Work award submission

Tasks:

Works with Engagement Consultant, Marketing team, and other organizational SMEs to compile appropriate documentation for areas surveyed in the GPTW Culture Brief

Writes submission for award to highlight organizational purpose, impact, and positive employee culture

Serves as administrative support for the Great Place to Work Council (or similar GPTW work groups)

Supports Great Place to Work survey communication (as needed)

Engagement

Under supervision and direction of the Manager, Engagement: supports culture related programs across the system to encourage a culture of active engagement among employees, associates, leaders, and providers

Tasks:

Along with the Engagement and Marketing Teams, supports communication and implementation of "Feel Good Fridays" or other culture related programs

Actively participates in support the system Employee Appreciation Week and other like initiatives

Serves as administrative support for Engagement-related work groups for design and implementation of the LBH Engagement survey

Partners with Engagement Consultant to ensure Engagement Page on BridgeNet is updated including posting and/or removing content as may be required

Ad Hoc Areas

Actively participates as a member of the Human Resources team to include but not limited to...

Tasks:

Partnering with other areas of the Human Resources function

Participating in all HR Huddles and team meetings

Supporting LB Points and Reward and Recognition programs as needed

Level of Supervision

Required: Work is reviewed daily

Contacts: Regular contacts, within or outside the Company to give or get information. Require courtesy, tact, and some knowledge of Company procedures.

Type of Supervisory Responsibilities: None

Qualifications/Requirements

Education/Knowledge: Basic professional knowledge; equivalent to a Bachelor's degree; working knowledge of theory and practice within a specialized field

Education Discipline: Bachelor's or Master's Degree in progress is required; preferred majors include Human Resources, Business, or Communications; some previous work experience strongly preferred

Experience: Less than one year

Technical/Clinical Skills (Usage):

Microsoft Office Suite (Frequently)

Basic computer skills (Frequently)

Standard Office Equipment (Frequently)

Critical thinking skills (Frequently)

Research HR Trends (Frequently)

Certifications, Licenses, Registrations:

None

Communication Skills and Abilities:

Demonstrates the ability to follow verbal instructions.

Demonstrates the ability to communicate effectively verbally.

Demonstrates the ability to communicate effectively in writing.

Physical Demands and Working Environment

Physical Demands:

Sedentary - Exerts up to 10 lbs. of force to lift, carry, push, pull, or otherwise move objects. Sitting most of the time, but may involve walking or standing for brief periods or time.

Light - Exerts up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.

Work Environment:

Normal Environment

- Normal light, air, and space in work environment.

Additional Comments

This internship is a temporary and time limited position which is designed to provide the intern with an authentic work experience within Human Resources Engagement and Organizational Culture practices. The intern is eligible to apply for any open positions within LifeBridge for which he/she/they are qualified at the successful conclusion of the internship.