

Undergraduate Health Leadership Initiative
Summer Internship Program

Sweetser
50 Moody St
Saco ME 04072



About the Organization

Sweetser is a nonprofit community mental health provider with a statewide network of care offering services to people of all ages in mental and behavioral health, intellectual and developmental disabilities, recovery, and education. Accredited by the national Council on Accreditation, Sweetser serves approximately 20,000 children and adults each year.

Internship Title

Human Resources Intern

Mentor

Holly Hall

Work location

In-person, location TBD

Time Commitment

32 - 40 hrs/week

Position Description

- Work on new projects in Vista, Sweetser's Human Resource software
- Work with recruitment to rebrand marketing materials. Update job postings.
- Audit employee files for state licensing requirements. Gather and collect missing information.
- Support various other Human Resource projects.
- All other projects as assigned.

Knowledge, Skills, Abilities and Qualifications

- Must have computer knowledge and ability to learn new programs easily
- Maintain current, accurate documentation and records related to the internship
- Be committed to the mission, vision and values of the organization
- Work collaboratively as a member of a team with various groups of staff, depending on the issue addressed
- Demonstrate judgement in determining priority of tasks assigned and follow through in a timely manner
- Perform all other duties as assigned

Rate of Pay

\$14/hr

Other Logistical Issues to be Considered (i.e. travel to meetings or conferences)

There will be WebEx meetings

There may be very limited travel.

Additional Note about the Position

This is a great opportunity to see how a non-profit healthcare organization runs from a human resource perspective. It provides behind the scenes of the rules and laws that non-profits are guided by. It is a wonderful opportunity for a student that is starting out in mental health or any health-related career.