

**Undergraduate Health Leadership Initiative
2024 Summer Internship Program**

**Sweetser
2 Pendleton Drive
Saco, ME 04072**



About the Organization: Sweetser is a behavioral health nonprofit that provides evidence-based treatment, support and hope through a statewide network of community-based mental health, recovery, and educational services.

Internship Title: HR Intern

Number of positions available: 1

Internship Description: Work on HR projects throughout the course of the internship. Would be working with our HRIS software (Vista), or our recruitment software (Visibility/Cyber).

Knowledge, Skills, Abilities and Qualifications:

Detail oriented, people oriented, works independently after given instructions, good team member.

Stipend: \$15.00/hour

Work Location: In-person

Time Commitment: 40 hours per week

Other logistical aspects to be considered: Please note, housing is not provided.