

RIVER WILD

People Division Intern

Are you looking for something more than just an internship? Look no further! With a mission to “Impact and develop people”, RiverWild is designed to provide shared resources for our family of companies, Hearth Pointe Development, Providence Construction, One27, Jaclyn Smith Properties, and OneCompassion. Our highly skilled team is able to provide services including executive leadership, HR, marketing, IT, training, and other support services. You can think of us like the airport where planes (our companies) come in to get directed, refueled, and pick up passengers to take with them. The RiverWild People Division Internship gives you the opportunity to contribute in many ways. You will assist with the administration and management of all People Division endeavors, including recruiting, onboarding, training, compliance, payroll, and much more!

During your summer with RiverWild, you will work alongside some of the brightest minds on business-critical projects, and you’ll have the opportunity to experience our unique culture, grow your social and professional network, and interact with our Leadership Team. This is a 10-12 week summer internship, which will begin in May/June 2021 and will wrap up in August. All candidates must be able to work full-time hours in Clayton, NC for the entirety of the internship to be considered.

Job Responsibilities

- Assist with the creation of processes, programs, and policies
- Participate in personnel-related matters
- Create and prepare employment documents
- Assist and participate in planning and carrying out events like open interviews, professional organization meetings, and events focused on employee recognition
- Participate in special projects
- Assist with screening, recruiting, and interviewing candidates
- Support the onboarding of our new employees
- Assist and help maintain the organization of personnel documents

Qualifications

- Currently pursuing a degree with an emphasis in Human Resources, Business Administration or Psychology; if you have graduated, it is preferred that you are no more than 6 months past your graduation date
- Excellent written and verbal communication skills
- Highly motivated, confident, goal-oriented, and entrepreneurial
- Ability to manage multiple priorities and deadlines
- Strong interpersonal skills and a desire for collaboration and teamwork
- Fluency in Spanish is a plus

Why Work for Us?

Here at RiverWild, our mission is to impact and develop those inside our four walls and with those we do business with each and every day. We are only able to achieve our mission by living out our Core Values. Our Core Values provide us with a clear understanding as to what our culture is all about. Our Core Values are:



Our Core Values are built on the foundation of Faith and Family. Our Faith in God guides us; to believe the best in each other, value family, and love our community.

Perks

- Full Kitchen: Our kitchen is fully available for your use and is stocked with healthy snacks, candy bars, sweets, coffee, and more.
- Casual Dress Code: Replace your loafers and pumps with flats or sneakers. Our dress code is relaxed and approachable.
- Company Outings: We're not an "all work and no play" organization. We'll frequently cut out early and go do something fun. Many of our larger events are pre-planned and already on the calendar.
- Free Coffee: Employees get to enjoy one free drink from the locally-owned coffee shop next door every day.

Apply Today!

If this sounds like a position and culture you'd enjoy and excel in, please send us your resume and cover letter to jobs@theriverwildteam.com. Please note "People Division Intern_ YOUR LAST NAME" in the subject line of your email.