

SUGAR CANE GROWERS COOPERATIVE OF FLORIDA
JOB AVAILABLE

POSITION TITLE:	(2) INTERN II
DEPARTMENT:	HUMAN RESOURCES
HOURLY RATE OF PAY:	\$15.00
EMPLOYMENT STATUS:	TEMPORARY
DATE OF POSTING:	SEPTEMBER 27, 2021
IF YOU MEET THE REQUIREMENTS DESCRIBED BELOW, CONTACT THE HUMAN RESOURCES OFFICE BY 5:00PM ON:	SEPTEMBER 30, 2021

We are currently recruiting for our Internship Program in the following areas:

- Human Resources
- Information Technology
- Communications

Internship Requirements:

- Recently graduated from an accredited university
- Pursuing a Bachelor's or Master's degree from an accredited university
- Available to work up to 40 hours per week during entire length of program

Position:

The SCGC HR department has an immediate opening for an HR Intern. This is a temporary position that will run for approximately 4 - 6 months. This position is not remote and will work all hours in the Belle Glade office. Flexible start date in October.

Responsibilities:

The person in this position will work with senior members of the HR team to manage and drive projects and tasks to completion. HR related projects include new software implementation, recruiting and onboarding efforts, training and development initiatives, content and asset creation for digital media and administrative support for other programs.

Qualifications:

- Microsoft Suite including Excel, PowerPoint, Word, Teams and Outlook
- Adobe Suite including Acrobat, Photoshop, Premiere Pro, Illustrator, InDesign, and After Effects
- Strong ability to multitask and prioritize workload while maintaining an attention to detail
- Strong writing, editing and communication skills
- Strong organizational skills
- Strong research skills

Your success at SCGC will be driven by your demonstration of the following:

- Demonstrate self-driven leadership skills through initiative and a positive approach to tasks, a solution-oriented mindset, and the ability to make decisions.
- Demonstrate the ability to draw insight from data to make quick, well-informed decisions and to provide recommendations to leadership.
- Demonstrate interpersonal and communication skills through the ability to interact with and establish good working relationships with diverse individuals.
- Demonstrate the ability to effectively operate both independently and as part of a team.
- Demonstrate the ability to continuously learn and provide value in a dynamic environment.
- Demonstrate an aptitude and willingness to learn and self-teach new skills.
- Be fearlessly curious and challenge the status quo by looking at solutions in unconventional ways and finding opportunities to innovate.
- Be comfortable working in a fast-paced, energetic environment.
- Handle confidential matters appropriately.