

**Position Title:** Human Resources Intern  
**Reports to:** Senior Vice President of Administration  
**Location:** Arlington, VA  
**Date Prepared:**

### **Summary Description**

The Human Resources Intern will directly assist the Senior Vice President of Administration with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, and volunteer intern programs. This internship is designed to be both educational and practical, and while unpaid, will provide the intern with a great introduction into the area for future employment. In this position, the intern will learn how to take skills she or he may have acquired in school related to his or her particular areas of interest and apply them in a professional setting. He or she will gain a better understanding of the role that Human Resources can play in a non-profit setting and be better prepared to work in the arena of human resources and the nonprofit sector. The candidate will also have opportunities to network with the finance and legal staff.

### **About ACCA**

The Air Conditioning Contractors of America (ACCA) is a non-profit national association whose membership includes more than 60,000 professionals and 4,000 businesses in the indoor environment and energy services community. Our roots stretch back to the early part of the 20th century, and the organization was incorporated in its present form over 40 years ago.

We are the industry's voice advancing the HVACR contracting industry and promoting professional contracting, energy efficiency, and healthy, comfortable indoor environments.

The HVACR industry employs over two million heating, ventilation, air conditioning and refrigeration professionals, including contractors, distributors, engineers, and manufacturers, and is responsible for manufacturing, distributing, and installing the products that consume nearly half of the energy produced in the United States.

### **Specific responsibilities may include:**

- Steps in the recruiting and hiring process, including: posting job openings, reviewing resumes, conducting telephone and in-person interviews, making job offers and negotiating starting salaries.
- The importance of employment law and compliance, especially regarding employment eligibility, confidentiality, proper maintenance of employee files, and forms management.

- The interrelationship of HR and Finance in the areas of new employee paperwork, payroll issues related to onboarding and termination, use of a payroll management database, and report generation.
- Employee benefits management issues related to plan renewal and open enrollment, benefits enrollment and termination, troubleshooting employee benefits issues, and the customer service aspect of benefits oversight.

**Qualifications:**

- Current or recent enrollment in a undergraduate or graduate degree program with an interest and aptitude to work in Human Resources, or non-profit management/administrative fields.
- Ability to prioritize tasks and handle numerous assignments simultaneously.
- Proficient in Microsoft Office and internet applications.

**Contact:**

Send resume and brief cover letter detailing your qualifications and availability to [hilary.atkins@acca.org](mailto:hilary.atkins@acca.org) with the **subject line** of Human Resources Intern and your last name.

**Program schedule:**

ACCA runs a year-round Human Resources internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May.
- Summer internship will run from June to August.
- Fall internship will run from September to December.

*ACCA is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, sexual orientation, age, disability, or marital status.*