

People Operations & Programs | Internships

Overview

The Carter Center People Operations and Programs (POP) is seeking a qualified Intern – People Operations. The intern will support the POP team by assisting in key HR functions, including recruitment, Organizational Development, Performance Management, Compliance, and HR analytics. This role is ideal for a student passionate about organizational development, human resources, and fostering a positive workplace culture.

Number of Interns per Semester: 1

Objectives:

Employee Engagement & Experience

- Assist in planning and executing employee engagement initiatives.
- Gather and analyze employee feedback to improve workplace culture.
- Support diversity, equity, and inclusion (DEI) initiatives.

HR Administration & Compliance

- Maintain employee records and ensure compliance with policies.
- Assist in processing HR paperwork (e.g., contracts, benefits, payroll support).
- Help with HR audits and reporting.

Learning & Development

- Support training sessions by preparing materials and tracking participation.
- Assist in evaluating training effectiveness and employee development programs.
- Research and recommend new learning activities.

HR Data & Analytics

- Gather and analyze HR metrics to support decision-making.
- Assist with surveys and reporting on key HR trends.
- Maintain HR dashboards and support performance management initiatives.

Process Improvement & Special Projects

- Identify areas for efficiency improvement within HR processes.
- Support HR technology implementation and system updates.
- Assist in strategic HR projects as needed.



Qualifications:

- Currently enrolled in a graduate program (e.g., Human Resources Mgmt, Business Administration, Organizational Psychology, or a related field).
- Strong research and analytical skills.
- Proficiency in data collection and management tools (e.g., Excel, Power BI, Qualtrics Survey systems).
- Organizational and time management skills with attention to detail.
- Ability to handle confidential and sensitive information with discretion.

Expected Outcomes:

Employee Engagement & Experience

- Higher employee satisfaction due to well-executed engagement initiatives.
- Increased participation in employee recognition and DEI programs.
- Actionable insights from employee feedback and survey analysis.

HR Administration & Compliance

- Accurate and up-to-date employee records and documentation.
- Compliance with company policies and legal requirements.
- Streamlined HR administrative tasks, improving efficiency.

Learning & Development

- Higher attendance and engagement in training programs.
- Improved employee skills and development opportunities.
- Measurable impact of training programs through feedback and performance tracking.

HR Data & Analytics

- Meaningful HR insights derived from data analysis and reporting.
- Enhanced decision-making through data-driven recommendations.
- Efficient tracking of key HR metrics, such as retention and employee satisfaction.

Process Improvement & Special Projects

- Increased efficiency in HR workflows through optimized processes.
- Successful implementation of new HR initiatives or systems.
- Positive contributions to strategic HR projects that align with organizational goals.