

Organization: Sweetser

Organization Location: 50 Moody Street, Saco, ME 04072

Work Location: In-person at 2 Pendleton Drive, Saco, ME 04072

About the Organization: Sweetser is a behavioral health nonprofit that provides evidence-based treatment, support and hope to children and adults through a statewide network of community-based mental health, recovery and education services. Accredited by the national Council on Accreditation, Sweetser serves more than 20,000 children and adults each year.

Internship Title: Human Resources Intern

Number of Positions Available: 1

Internship Description: Work alongside Sweetser's Human Resource Department towards the mission and vision of recruitment and retention in healthcare excellence and records accuracy. Work on document management in HRMS. Prepare files for scanning into document management system. Set up processes and help write "How To's and Policies". Audit Sweetser personnel files. Assist with reference checks. Support various other Human Resources projects.

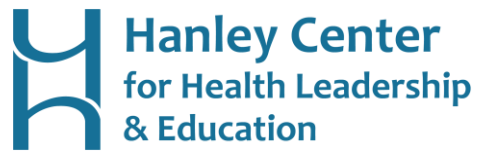
Knowledge, Skills, Abilities and Qualifications:

- Maintain confidentiality of employees and clients
- Must have computer knowledge and ability to learn new programs easily
- Excellent written and verbal communication skills
- Maintain current, accurate documentation and records related to the internship
- Be committed to the mission, vision, and values of the organization
- Work collaboratively as a member of a team with various groups of staff, depending on the issue addressed
- Demonstrate judgment in determining priority of tasks assigned and follow through in a timely manner
- Perform all other duties as assigned

Rate of Pay: \$16.00/hour

Time Commitment: 30-40 hours per week

Other logistics to consider: There are many different aspects to Human Resources. This internship can be customized to the student's interests.



**Undergraduate
Health Leadership
Internship Program**

Summer 2025
Internship Program

Please note: Internships **do not provide housing. Housing is the student's responsibility upon acceptance of an internship offer, unless otherwise stated in the above description.*