

From: "Bloom, Ned" <Ned.Bloom@redcross.org>
Sent: Wednesday, August 26, 2015 11:58:36 AM
Subject: Red Cross Internship Opportunity

The American Red Cross of Northeast PA currently has the following internship position available. Please feel free to post online and/or share far and wide.

**Human Resources Intern: Red Cross Blood Services, Ashley Donation Center
TWO DAYS A WEEK – MONDAYS & TUESDAYS –IMMEDIATE NEED!**

The American Red Cross is currently seeking a Human Resources Intern to work at our Wilkes-Barre Blood Donation Center in Ashley, PA. This volunteer position – 32 hours/month; during daytime business hours – will assist HR during new hire orientations (1-2 pre-scheduled days per month) and perform administrative, technical and clerical duties. Required hours are 7:30AM-5PM on the following dates: 9/14, 9/15, 10/12, 10/13, 11/9, 11/10, 12/7 & 12/8. The remainder of the hours are flexible/can be matched to your availability. In return, the intern will gain valuable training & experience and develop connections in the HR field while building professional business skills. Qualifications include flexibility to work independently and be part of a team, confidentially, strong computer and Internet skills (including Microsoft Office programs), ability to use and trouble shoot a webcam and related office equipment, strong oral & written communication skills along with a willingness to learn the Red Cross story and support the Red Cross mission. Position runs September thru [December 2015](#). Interested candidates please contact Pauline Andel, Biomedical Volunteer Manager at Pauline.Schwalm-Andel@redcross.org or [570-823-7161](tel:570-823-7161) ext. 340.

As always, feel free to shout out if there is anything we can do for from this end and we look forward to working together.

Ned Bloom, Volunteer Specialist
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Eastern Pennsylvania Region, Volunteer Services
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Be a hero. Volunteer today. Sign up at redcross.org.