



Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title:

Human Resource Intern

Location:

Greensburg, PA

Responsibilities:

The Human Resources Intern will support key HR initiatives focused on enhancing employment brand and improving the employee onboarding experience. This internship will be a hands-on experience related to website content development and HRIS system configuration.

- Research best practices in employer branding and careers page design
- Draft, edit, and optimize website content (job descriptions, benefits overview, etc.)
- Partner with the communications team to align tone, visuals, and branding accordingly
- Assist in coordinating testimonials, photos, and other engaging content
- Help design a structured onboarding workflow within the HRIS system
- Draft onboarding checklists, templates, and automated communications
- Assist with the configuration of forms, workflows, and task assignments in the HRIS
- Conduct user testing and gather feedback for improvements
- Support talent acquisition team with recruitment and onboarding items as needed
- Participate in HR team meetings

Critical Skills:

- Project coordination and time management
- Analytical and process-oriented thinking
- Technical aptitude and willingness to learn new systems
- Communication skills, presentation and follow up
- Discretion and ability to handle confidential information
- Organization and attention to detail