



Operations and Human Resources Intern

Clear Outcomes is a woman-owned, management consulting firm that provides solution-oriented monitoring, evaluation, research, and learning support to international and domestic organizations. With expertise in health, governance, humanitarian affairs, capacity development, education, and the use of technology (big data, machine learning, AI), Clear Outcomes aims to provide expert consulting support and solutions. We work with governments, non-profits, universities, foundations, and the private sector to support solutions for their needs.

We are seeking an Operations and Human Resources intern to provide support for business operations, assist in document transcription, and update and monitor our internal databases. This position is for the 2020 fall semester but has the potential for extension through the spring 2021 semester, upon approval from Clear Outcomes' Executive Team.

Position Description

The Operations and Human Resources Intern primarily working under the supervision of the Program Associate. The intern will assist with human resources database management and perform associated tasks including data cleaning and audits, monitoring documentation workflows, editing CVs for upcoming proposals, and data-entry. In addition, the intern will also assist with calendar management and social media messaging and tracking. We anticipate that this internship will be remote and part-time (up to 20 hours a week) for four months, with flexible hours.

Specific tasks will include:

- Review incoming CVs for client specific calls
- Transcribe existing CVs into consultant database assuring accuracy and timely entry
- Audit database for errors and perform data cleaning tasks
- Keep abreast of newly awarded contracts and assist the Program Associate with project-by-project organization and documentation
- Copy edit, revise, and tailor CVs to align with client's specifications
- Monitor contracts and consultant calendar and update as needed
- Assist with social media messaging and content creation

Qualifications

- Bachelor's degree in a related field or at least in the senior year of a bachelor's degree program.
- Strong qualitative and quantitative research and analytic skills
- Experience collaborating on teams

- Excellent verbal communication and writing skills, especially in digital communication
- Robust organizational skills
- Strong attention to detail
- Preference for enrollment in or recent graduation from a master's degree program in public administration, human resources, international development, social work, or a related field.

Period

Suggested duration of the internship: 1 academic semester, with the potential for extension, pending agreement by both parties.

Suggested start date: mid-to-late September, up to 20 hours per week

This internship is remote, preferably with daytime office hours.

Remuneration

The Intern will be paid \$10/hour for hours worked.

Apply

Women and people of color, particularly students from Hispanic-serving institutions (HSIs) and historically black colleges and universities (HBCUs), are strongly encouraged to apply.

If you are interested in the above positions, please email your CV in Microsoft Word format with the file called `firstname_lastname_Intern` to info@clearoutcomes.net (For example `Jane_Smith_Intern.docx`).

To learn more about Clear Outcomes, please visit our website: <http://www.clearoutcomes.net>

Clear Outcomes is an EEO/AA/ADA Veterans Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.