

Internship in Human Resources

Internship agreement: tripartite convention with the school

Location: position based in Belgium, office in Brussels, open to telework
Flexible schedule

Starting date: January 2025

Duration: min. 3 months

JOB SUMMARY

Within the Human Resources Department of WeForest HQ, you participate to the team's activities and you are responsible for a series of missions detailed below. As part of your internship, you report to the HR Director and work together with the HR Officer.

MAIN RESPONSIBILITIES

In this role, you will contribute to:

- The onboarding of new staff members (administrative onboarding, including contract and conventions, benefits set up, office onboarding and staff integration).
- Manage the employee contract and personal information database.
- Prepare the monthly payroll and coordinate with Accounting for timely payment.
- Regularly verify the HR-related insurance policies requirements status and take action when required.
- Support the HR Director in the setup of new HR-related policies and in their implementation.
- Support the HR Director and the recruiting managers in the recruitment process (drafting and disseminating job description, screening and shortlisting applicants, pre-interviewing).
- Provide support in drafting employment offers and contracts.
- Ensure opportunities for the staff to exchange and share knowledge (organization of team calls, knowledge sharing sessions and coordination of internal newsletter).
- Provide support to HR administration by performing various administrative tasks.
- Support the HR Director in setting up HR projects across the organization.

REQUIRED SKILLS & QUALIFICATIONS

- Currently pursuing a Degree in Human Resources, Business Administration, Psychology or related field
- A passion for our mission, and highly inspired by our goal to make Earth cooler
- Excellent planning, problem solving and organizational skills
- Keen attention to details and adherence to deadlines
- Eager to learn
- Proficient in English

CONTEXT

WeForest is an international non-profit association headquartered in Belgium with the mission to conserve and restore the ecological integrity of forests and landscapes, engaging communities to implement and deliver lasting solutions for climate, nature and people. We promote science and best practices in a culture of sharing and inclusion, so that others can replicate and augment what we do.

HOW TO APPLY

Please apply by sending your application in English to recruitment@weforest.org with your CV and a motivation letter. Deadline for application: October 11, 2024. Due to the anticipated high number of applicants, only shortlisted candidates will be contacted for an interview. We thank you in advance for your interest.

As Barack Obama said: *"We are the first generation to feel the effect of climate change and the last generation who can do something about it."*

If you feel up to the challenge, contact us!