



## Human Resources & Operations Intern

### **About DC Green Bank**

DC Green Bank is a new independent agency, established by the [Green Finance Authority Establishment Act of 2018](#). We seek to leverage public capital to accelerate private sector investments that reduce greenhouse gas emissions and advance the District of Columbia's ambitious sustainability and resiliency goals. Using limited public funding and bonding authority, DC Green Bank will attract private sector funding. Through its financing offerings, the organization will enable private capital to fill gaps by reducing real and perceived risk, absorbing transaction costs, and providing private investors the chance to learn about new market opportunities with government partnership security. An institutional goal is to accelerate low-carbon technologies by mitigating upfront costs, leveraging private investment, and increasing public dollars' catalytic impact.

### **Summary**

DC Green Bank is looking for a driven Human Resources & Administrative Intern with a basic understanding of HR principles and terms, ready for an immersive, real-world experience. Under the Director of Operations' supervision, the HR Intern can expect to participate in recruiting, onboarding, training, employee engagement, equity and inclusion, general organization operations, and other administrative support for DC Green Bank. The administrative support may include current news trends, trends in the green energy space, and other organizational projects for the team. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

### **Responsibilities**

- Update our internal databases with new employee information, including contact details and employment forms
- Screen resumes and application forms, schedule and confirm interviews with candidates
- Post, update and remove job ads from job boards, careers pages, and social networks
- Prepare HR-related reports as needed (like training budgets by department)
- Participate in creating training, development, and employee engagement sessions for the team
- Become knowledgeable of DC labor laws to ensure compliance
- Review and distribute company policies in digital formats or hard copies
- Streamline HRIS, CRM, project management software, setting up dashboards and projects to increase work efficiencies and communications
- Take on additional tasks or projects to learn more about startup and office operations.
- Champion an environment that supports equity, access, and inclusion.

Ultimately, we are looking for the right person with the right set of skills to fill the position. There is no perfect candidate. Highlight the best parts of your experience that align with the job description.



### **Minimum Qualifications**

- Be a degree-seeking student, preferably junior, senior, or graduate student status.
- Completed at least two undergraduate human resources or business administration courses.
- Demonstrated written and verbal communication skills.
- Ability to work independently and willingness to ask questions to clarify assignments.
- Candidates should have access to a computer and regular access to the Internet.
- Commitment to the mission of DC Green Bank.

### **Position Details**

- Status: Part-time Intern, up to 20 hours/week.
- Location: Remote during DC's stay-at-home order; Washington, DC may be required when stay-at-home order is lifted.
- \$15-20/hour; internship designed to start in late January 2021 and end in May 2021.

### **To Apply**

Interested applicants should submit (1) a detailed cover letter expressing their interest and fit for the position, and (2) a resume outlining experience, abilities, and qualifications satisfying the needs of the organization.

Email full application to [jobs@dcbank.org](mailto:jobs@dcbank.org).

**Applications will be accepted until the position is filled.**