



# Intern Opportunities

<b>Position (Non-Paid):</b>	<b>Organizational Development Assistant Intern</b>
<b>Department:</b>	<b>Human Resources, Organizational &amp; Talent Development</b>
<b>Duties:</b>	<p>Human Resources (HR) is seeking an intern to assist the Organizational &amp; Talent Development Division. The intern will work as part of a team, solving real-world challenges, collaborating on projects, and focusing on specific areas of HR. The intern will be expected to:</p> <ul style="list-style-type: none"> <li>• Assist in the creation of new learning opportunities</li> <li>• Analyze Kirkpatrick Level 1 evaluations and assist in the creation of Kirkpatrick Level 2 evals</li> <li>• Perform quarterly data metrics and analytics</li> <li>• Explore best onboarding practices</li> <li>• Develop diversity and inclusion initiatives</li> <li>• Develop a learning culture in the workplace</li> <li>• Attend professional development opportunities</li> </ul>
<b>Skills/Experience/Training Needed:</b>	<ul style="list-style-type: none"> <li>• Be proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)</li> <li>• Familiar with design and delivery aspects of class content</li> <li>• An effective communicator, organized, detail oriented with good time management skills</li> <li>• Enrolled in college and possess a high school diploma</li> <li>• Prefer study field in other Human Resources areas, Learning and Development, Organization Learning or Education in general</li> </ul>
<b>Location:</b>	400 S Fort Harrison Avenue, Clearwater, FL 33756
<b>Schedule:</b>	Flexible
<b>Contact:</b>	Kevin Connelly at 727-464-4558 or <a href="#">email</a>
<b>How to Apply:</b>	First contact the department to discuss the position. Then complete the brief <a href="#">internship application</a> .

***Thank you for your interest in internships at Pinellas County!***

[www.pinellascounty.org/intern](http://www.pinellascounty.org/intern)