



## Internship Framework

Supervisor: Turqueya Vincent, Director of Human Resources

Internship Terms: Summer, Fall or Spring Semesters: **250 – 500 hours**

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### **Phase 1: Getting Started as an HR Professional & Compliance**

Employee Onboarding, Professional Trainings, Background Screening, Culture of KIDS

BofCK: Compliance support, ethical practice, trainings and why important

Verifying ethics of employees – Investigative unit monthly background checks

Educational Task: background field print process

Creates and disseminates content for staff/team

### **Phase 2: Talent Acquisition (Recruitment and Building Relationships)**

Build on Education and trainings in first weeks (phase 1)

BofCK: Employee Relations, Employer Relations, Business Acumen

Intern engages with employee population – written, in-person, online

Community Connections: College/University partnerships for pipeline

Community Partner sourcing: Develop new partnerships for pipeline

### **Phase 3: Branding our Services on social media**

Build on education and training in first two phases

Employee Relations: Engage team and external audiences on social media

Create content to spark conversations around mental health on micro and macro levels

**Mid-point review:** Measure goals, Develop portfolio of impact, resume workshop

**Exit Interview:** Intern Appreciation, Feedback, References, Separation Guidelines

### **Special Projects**

Employee Engagement – TBD

Employer Relations – TBD

Internship Location: 3212 Skipwith Rd, Suite 110, Henrico, VA 23294