

American Red Cross Blood Services Internship Opportunities



Human Resource Intern-Generalist/Recruitment:

HR Generalist interns provide clerical and administrative assistance to the Human Resources Generalist, HR assistant or HR manager. Interns provide assistance in the areas of orientation, training, filing, copies, etc.; assisting in special projects in areas such as employee rewards and recognition.

HR Recruitment interns provide clerical and administrative assistance to the Talent Acquisition Specialist. Interns provide assistance in the recruitment and selection process to ensure the hiring of qualified blood services staff, assist in the interviewing process, and assist with conducting reference and background checks and aid in data entry for applicant tracking.

Must be pursuing a degree in Human Resources, Business Management/Administration, or related field. Must be able to understand and preserve confidentiality, have excellent written and oral communication skills and attention to detail, possess excellent organization skills, and be proficient in Microsoft Office.

Communication/Public Relations Intern:

Communication interns provide support to the Public Support/Communication Department by assisting with the creation and design of publicity material and by assisting with other public relations tasks as assigned. Duties may include: the creation of press releases, newsletters, and recruitment brochures; as well as other activities including assisting in the promotion of blood drives and other recruitment efforts.

Must be pursuing a degree in Public Relations, Communication, English, Journalism, or a related field. Must have excellent written and oral communication skills, and be proficient in Microsoft Office and Adobe InDesign.

Donor Recruitment Intern:

The Donor Recruitment interns provide support to the Donor Recruitment Department by assisting Donor Recruitment Representatives and Department staff with hosting drives as well as any other duties assigned from working with promotional materials to Tele Recruiting.

Must be pursuing a degree in Sales, Marketing or Public Relations. Must have excellent written and oral communications skills and attention to detail, possess excellent organization skills, and be proficient in Microsoft Office.

All internships offer part time and flexible hours as well as course credit. All internships are unpaid.

For more information about internship opportunities or to apply for an internship please contact:

Lisa Balraj, Volunteer Recruitment Representative

(309) 636-4239 or toll free at
1-800-728-3543 x. 239
balrajlr@usa.redcross.org



**American
Red Cross**

Heart of America
Blood Services Region