

Eau Claire Energy Cooperative
HUMAN RESOURCES & ADMINISTRATIVE INTERN

Department: Administration
FLSA Status: Non-Exempt
Grade Level: 1
NRECA Job Code: 31-0700

Job Status: Part-Time, Intern
Reports To: Executive Assistant & Human Resources Administrator
Amount of Travel Required: None

POSITION SUMMARY

The Human Resources & Administrative Intern supports the Executive Assistant & Human Resources Administrator by contributing to research, administrative coordination, and a variety of HR and organizational initiatives. This role assists with event planning, employee engagement activities, scholarship program coordination, onboarding, training logistics, and document management. The intern will help prepare communications, maintain internal records and systems, and collaborate with multiple departments to ensure smooth operations. This position provides hands-on experience across HR, administration, and internal communications while supporting ECEC's strategic and operational goals.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Assist the Executive Assistant & Human Resources Administrator in research for strategic initiatives.
- Provide administrative support with planning ECEC member and employee engagement events.
- Perform meeting and event planning and preparation which may include coordinating meals along with room set up and logistics.
- Assist with administrative support with ECEC's scholarship program which may include communication with students, high school counselors, and the Federated Youth Foundation.
- Assist with registration and travel arrangements for training and conferences for staff and Board of Directors.
- Schedule and assist with registration and promotion of ECEC's wellness program events.
- Prepare correspondence, presentations and reports. Responds to requests for information.
- Assist in document management with scanning and filing of personnel records.
- Tracking and updating personnel training records with training or meeting attendance in iVue Connect.
- Audit and assist in maintaining intranet and public website information and structure.
- Upload updated personnel-related documents, policies, etc. on ECEC's intranet.
- Assist in applicant tracking, scheduling interviews, and drafting interview questions for job postings.
- Assist in scheduling onboarding and orientation for new employees or directors.
- Maintain ECEC's employee recognition program including High Energy Awards and Service Year Recognitions.
- Draft and provide employee updates to the Marketing & Communications Coordinator for ECEC internal communications.
- As needed, attend internal meetings to take notes and track action items.
- As needed, assist the Marketing & Communications Coordinator with internal communications.
- As needed, assist the executive team with any administrative tasks assigned.
- Provide knowledge sharing and support to other cooperatives as appropriate.
- Attends and participates in activities of employee committees, job training and safety programs, and monthly and annual employee meetings as directed or required.

ORGANIZATIONAL COMPETENCIES

- Safety Awareness – Ability to be familiar with ECEC’s safety policies and comply, identify and correct conditions that affect employee or public safety. Be responsible for reporting unsafe practices or injuries to your supervisor immediately.
- Interpersonal – Ability to get along well with a variety of personalities and individuals.
- Friendly – Ability to exhibit a cheerful demeanor toward others.
- Accuracy – Ability to perform work accurately and thoroughly.
- Organizational Knowledge – Abides by the policies of the Cooperative and always conducts self in a professional manner while representing the Cooperative.
- Appearance – Appearance is neat, clean and presentable for regular public contact, and meets standards established by the organization.
- Time Management – Possess and utilize the available time to be organized and complete work within given deadlines.
- Teamwork – Supports teamwork by effective participation, cooperation and communication. Provides continuous improvement to employee morale, motivation, productivity and quality of a production through teamwork.
- Reasoning – Ability to utilize logic, reason and analysis to make decisions, solve problems and complete work.

JOB REQUIREMENTS AND QUALIFICATIONS

- Communication, Written and Oral - Ability to communicate, both orally and in writing, in a clear and concise manner.
- Computer skills – Must have intermediate knowledge of computers and ability to use computer systems. Must be proficient with Microsoft Office Suite including Outlook, Word, and Excel.
- Member Interaction – Makes every effort to serve the members courteously and efficiently and to satisfy their complaints or inquiries regarding service, if possible, or if unable to do so, refer them to the proper person.
- Maintain confidentiality of employee, member, and sensitive business data and information.
- Valid Wisconsin driver’s license is preferred.

EDUCATION AND EXPERIENCE

Education

Minimum of a high school diploma. Must be currently enrolled in an accredited college or university pursuing a degree in Human Resources, Business Administration or Management, Organizational Leadership or a related field. Additionally, students pursuing degrees in Marketing/Communications would be considered.

Experience

Prior administrative, customer service, or office support experience is preferred. Experience in event planning, student organizations, or project coordination is a plus.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in a climate-controlled office environment with most of that time at the Cooperative headquarters. Will have extensive interaction advising and answering questions with members, employee’s, vendors, and the public. The role routinely uses standard office equipment such as computers, phones, copiers, postage machine and filing cabinets. Occasional travel to ECEC events, meetings and conferences.

This position requires the following physical requirements:

Lifting	Light work. Occasionally lifting to 20 lbs., with frequent lifting and carrying objects weighing up to 10 lbs.
Reaching	Occasional reaches to the front; at, above, and below shoulder height throughout the day. May also be required to reach out to side and above shoulder height.
Pushing, Pulling	Pushing and pulling movements are occasionally required from the employee when working.
Twisting, Rotating	Occasional twisting and rotating from the hips, shoulders, and neck. In addition, flexion and extension of the neck.
Handling	Finger dexterity, firm gripping, grasping, and pushing buttons is required to handle and/or operate a variety of office tools.
Stooping, Bending, Squatting	Occasional stooping, bending, and squatting at waist, hips, and knees.
Kneeling	Kneeling may be required on an occasional basis.
Standing, Walking, Sitting	Most assigned duties and tasks are completed while sitting. Occasionally employee will be standing or walking during these duties and tasks.
Talking, Hearing	Talking and hearing is required while receiving work orders and in communicating with others.
Eyesight	Good eyesight is required to complete all assigned duties and tasks.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhausted list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Eau Claire Energy Cooperative is an equal opportunity employer. ECEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The signature below indicates the employee has received and reviewed this job description.

Employee Signature

Supervisor Signature

Date

Date