



## Human Resources Assistant

Military Spouse Corporate Career Network (MSCCN)

### COMPANY INFORMATION

Military Spouse Corporate Career Network (MSCCN) is a 501 (c) (3) non-profit organization whose mission is to expand employment opportunities for all military-affiliated spouses, retired military spouses and caregivers to war wounded heroes through high-touch, one-on-one employment placement assistance, focused on the use of gap skills training and targeted resume and interview assistance, LinkedIn optimization, and leveraging connections to employer partners to facilitate a smoother transition - employment process. The Military Spouse Corporate Career Network (MSCCN) was chartered in 2004 as a private sector non-profit organization with the mission to provide no-cost employment readiness, vocational training, and one-on-one job placement services for military spouses and caregivers of war wounded. MSCCN and its sister organization, Corporate America Supports You, function as one Military job-placement unit serving two target audiences. **Since 2004 CASY & MSCCN have assisted over 3 million military affiliated applicants in the areas of military employment training, career focus, employment readiness, and job placement assistance. To learn more about MSCCN and our history visit [www.msccn.org](http://www.msccn.org)**

### TRAIN2HIRE - Welcome to Career Corps™

We firmly believe in providing individuals with the right skills and training, so they are successful in the work they do. Through the Career Corps Internship Program MSCCN offers our military-affiliated job seekers training and experience in HR, training on the use of an HR applicant tracking and case management system (IBM Kenexa BrassRing on Cloud™ – that is used by thousands of companies throughout the world), training on best practices in military employment, and other employability skills training that prepare the individual to work in military and military spouse employment. In addition, interns are provided a Human Resources Management course through an accredited education provider.

### WHY JOIN CAREER CORPS?

**Are you interested in learning new skills? Want to stay competitive in the space by expanding experience and knowledge? Looking for a job working in the non-profit sector? We can help you!**





## **GENERAL DESCRIPTION:**

The Human Resources Assistant intern is responsible for handling a variety of tasks in support of our corporate partners, our applicants, and the CASY & MSCCN Team. Working under the direction of the Employment Specialist Team Manager and the Recruiter Connect Manager, interns will work with other team members to ensure the successful delivery of CASY & MSCCN services to our military-affiliated job seekers and our corporate partners.

## **POSITION LOCATION**

Human Resources Assistant interns work virtually with the MSCCN Career Corps program.

## **KEY RESPONSIBILITIES:**

- Assist applicants in their job search by doing Hot Jobs Talent Match – employment mapping talent searches
- Contact applicants via email to share information about our weekly training sessions and introduce them to CASY & MSCCN services.
- Assist the Recruiter Connect team with Job Posting, Job Opening and Job Closing.
- Engage the Inactive and Unresponsive Candidates.
- Resumes Review and Targeting for specific jobs
- Find veteran/ military spouse friendly companies with need of Analyst and IT positions in specific areas

## **SKILL, ABILITY AND KNOWLEDGE**

Individuals who apply for this position should have the following skills:

- Knowledge of computer programs and data entry.
- Excellent written and oral communication skills.
- Good organizational skills.
- Capability to handle multiple projects at one time
- A Motivated person who can meet deadlines and effectively work virtually.
- Maintain confidentiality of work related information and materials.
- Establish and maintain effective working relationships.
- Maintain an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.



**Individuals who serve this position will learn:**

- Use of HR based system, IBM Kenexa BrassRing on cloud, which is used by thousands of companies throughout the world to track and case manage applicants.
- Employment mapping and other human resource skills
- SQL data querying and reporting (a skill almost every company wants its employees to have)
- Networking and relationship building
- Use of VetJobs job board
- Connect with Recruiter Connect Lead to follow-up on matched applicants Resume progress

Please send your resume to Bianca Nafpliotis, Human Resources Manager at [bianca@casv.us](mailto:bianca@casv.us)