

Organizational Development Internship

Administration - Human Resources

Compensation: \$2,500.00 stipend

Application deadline: March 11, 2025

The Mississippi Department of Archives & History (MDAH) is seeking an *Organizational Development Intern* to serve in the human resources section of the Administration division. This internship presents a distinctive opportunity to collaborate with an experienced HR team in state government, providing hands-on experience in data management, event coordination, and the implementation of human resources best practices.

Primary Responsibilities:

- Collaborate on the development of the 2025 Diversity Demographics Report.
- Analyze internship application data, assisting the HR team in refining processes.
- Support the planning and execution of summer employee engagement events.
- Maintain and update the digital volunteer database, ensuring accurate and organized records.
- Coordinate interview logistics and manage communication with job candidates.
- Assist with preparation for Board of Trustees meetings.
- Present a capstone project at the Intern Expo on July 28, showcasing contributions and key learnings from the internship experience.

Requirements:

- Strong administrative and organizational skills and attention to detail.
- Excellent oral and written communication skills, coupled with a proactive willingness to ask questions.
- The ability to work both independently and collaboratively.
- Strong analytical and problem-solving skills.
- Proficient in Microsoft Office.
- Demonstrated ability to handle confidential matters and understand company policies.
- Currently enrolled in a bachelor's or master's degree program, preferably in human resources, management, nonprofit management, business administration, English, communications, liberal arts, or a related field.

Time Commitment:

This internship spans from June 2 to July 31, with a minimum requirement of 160 hours. The working hours are flexible, from Monday to Friday, between 8:00 a.m. and 4:30 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by March 11, 2025.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.