



Human Resources and Admin Interns

Who are we?

HOPE is a social enterprise startup that invests 100% of its profits to build much needed public school classrooms and other relevant high-impact ventures across the Philippines. In 2017, HOPE became the first and only B Corporation in the Philippines for meeting the highest standards of social and environmental impact. Hope was also recognized as Best for the World Honoree in 2018, 2019, and 2021 for its positive impact on the community.

Who are we looking for?

We are looking for creative, innovative, collaborative, and problem-solver interns who are excited about to work independently in a fast-paced and entrepreneurial environment.

- Excellent track record of academic achievement, and/or proven record of leadership in school or through extracurricular activities
- Demonstrates exceptional analytical and quantitative problem-solving skills
- Go-getter and collaborative

The opportunity:

As our HR & Admin intern, you will be helping out the team in the different aspects of Human Resources and Admin. Responsibilities will include:

- End-to-end sourcing and recruitment for full time employees and interns
- Assist in updating the process flow for the government mandated benefits administration
- Join brainstorming sessions and assist in execution of engagement activities
- Create recruitment marketing requirements
- Assist in learning and development activities
- Attend brainstorming sessions for the different HR activities and processes

Candidates must be taking up Psychology, Human Resources Management, Behavioral Science, or any related courses.

This is a remote internship and will be working with the team based in the Philippines.

For interested applicants, you may email your CV / resume to internships@generationhope.ph.