



# Volunteering with WomenVenture

## HUMAN RESOURCES VOLUNTEER

WomenVenture's Human Resources volunteers support our operations team by providing professional support with HR processes, templates, and reporting. This volunteer opportunity is virtual.

### HR Processes

Review and refine the current process for activities such as recruitment, employee development, performance appraisals, incident response, surveys, onboarding, and offboarding.

### HR Templates

Review and refine the current template document for HR activities such as recruitment, onboarding, employee handbook, development, surveys, employee relations, and offboarding.

### HR Reporting

Develop and advise on reporting metrics and processes that keep WomenVenture informed on trends, strengths, and weaknesses.

### Expectation/Requirement:

- Complete a virtual introduction with the WomenVenture team to review the project

### Preferred Skills and Experience:

- Access to a computer and internet service
- Human Resources experience
- High attention to detail and accuracy

### What You Gain:

- Help WomenVenture improve our ability to be an employer of choice and offer the best experience for our staff
- Build and strengthen the diversity of WomenVenture's team
- Recognition at WomenVenture events and in our annual impact report
- Resume-building opportunities

**Time Commitment:** 2-10 hours, hours are flexible