



## **Human Resources Intern**

### **The organization:**

Soliya is an international nonprofit organization, based in New York city, with a mission to use technology to empower young adults to engage with differences constructively and promote understanding and empathy among their societies. We have pioneered the field of virtual exchange—defined as technology –enabled, sustained people to people dialogue and education—as a distinct medium of equipping rising generations with the empathy, employability and leadership skills to thrive in the 21<sup>st</sup> century world and workforce.

Our two core program areas are Dialogue Exchange, whereby we engage college-aged youth across North America, Europe, the Middle East, North Africa, and South Asia in multilateral conversations on social and global topics; and Facilitation Training, whereby we train individuals to moderate meaningful and mutually beneficial dialogue exchange.

Since 2002, we have connected 10,000 students across 30 countries and 29 US states and trained 2,000 cross-cultural facilitators spanning 94 nationalities. We are founded by foundations, governments, and individuals and partner with social scientists to evaluate our impact. For more information visit [www.soliya.net](http://www.soliya.net)

### **Position Overview:**

Soliya is seeking a dynamic, self-motivated and tech-savvy individual who is passionate about cross-cultural dialogue and conflict resolution to work with our group of high-performing team players. You will work closely with the Human resources and Operations team mainly based in Tunisia for 2- or 3-months starting June 2022 and become part of our larger global team based around the world.

As a Human Resources Intern you would use your communication, administrative and creative problem-solving skills to support Soliya's Human Resources department tasks. This position will be based in Soliya's Tunisia office, in Tunis.



### **Job Responsibilities:**

We are looking for talented students to support the Human resources and Operations Team with the Human Resources tasks;

- Prepare, schedule and assist Meeting with staff members.
- Analyze the results of the previous and recent Human Resources meetings.
- Prepare a targeted Team building activities plan.
- Establish an HR analysis report about the tasks the results accomplished and solutions to the different problematics encountered.
- Working from 2-3 days a week from the office in Tunis, La Marsa and Remote the rest of the week.

**Qualifications:** All applicants must be in Human Resources Major students

- Strong attention to detail, with an ability to perform in a deadline-driven environment
- Independence and self-reliance, with demonstrated ability to work with a multicultural team
- Excellent communication skills (verbal and written) in English, Arabic and French
- good level of proficiency in Excel and Word, ability to work with Google docs, forms, etc
- Must be comfortable working in an online environment and demonstrate a potential for growth and learning,
- Passion about Soliya's mission and appreciation for and willingness to learn about the role of facilitators,
- Flexibility, patience, and a sense of humor.

### **Benefits:**

The intern will receive a monthly stipend, to cover the transportation fees along with the work equipment's needed. Soliya is an equal opportunity employer and does not discriminate based on race, color, religion, sex or national origin. This is a unique opportunity with exceptional growth potential to join a young organization at a dynamic stage in its development and work on one of the world's most pressing issues.

### **How to Apply:**

Please send your cover letter and resume to [hr@soliya.net](mailto:hr@soliya.net) and indicate your full name in the object of the email respecting the following form: Summer Internship – Soliya Tunisia – First\_Name Last\_Name. Please also describe in your cover letter how you would fit into the Soliya internship you are applying for.