

**Talent Coordinator Internship and Educational Scholarship Program**

The JFC Staffing Companies are excited to announce our internship program for 2019!

This program will include:

* Paid summer internship with challenging and rewarding work in a collaborative team environment
* Competitive pay rate at $14.00/hr, and the additional opportunity to earn a scholarship award (up to $2,000) for educational expenses
* Hands-on work experience to help position you for a great career

Do this all while having fun at work!

JFC is committed to providing talented students with hands-on work experience which they will apply to their future careers, and to assist them financially toward their degree.

If you want to learn more about this growing company with a fantastic culture, check us out online at [www.jfcstaffing.com](http://www.jfcstaffing.com), #whyjfc and #jfcdifference.

**Requirements for Consideration:**

In order to be selected for the Talent Coordinator, students must fulfill the following requirements:

* Currently be enrolled in an accredited college or university majoring in Marketing, Business, Human Resources, Communications, Public Relations, Psychology or a related field
* Currently be a rising junior or senior as of summer 2019. Graduating seniors, please check our website for our internal openings to start your career!
* Maintain a cumulative GPA of at least 3.0 (on a 4.0 scale) through the 2019 spring semester
* Display impeccable communication skills, both in written and verbal formats
* Show an unwavering dedication to providing excellent customer service, and to completing all work with care and integrity
* Live in, or be able to secure housing within a reasonable commute of the Camp Hill, Lancaster or York areas
* Be available to work 40 hours per week for the duration of the 10-12 week program. Hours will be 8-5 Monday through Friday. Vacation planned? No problem - one week of unpaid leave will be allowed during the internship duration as well as major holidays when the office will be closed.

**Internship Responsibilities and Benefits:**

As one of our valued interns at JFC, you will work closely with knowledgeable team members to gain experience in the staffing and recruiting business and help to increase JFC’s network of qualified, local professionals.

You will serve as a key part in our recruiting process by helping to locate and contact job seekers in south-central PA, serving as their first point of contact with JFC and getting them started on our application process. You’ll be interacting with applicants, keeping sensitive information confidential and making critical decisions to ideally impact people’s lives by finding them a new opportunity. It’s a rewarding way to spend the day!

**Daily responsibilities will include:**

* Researching potential candidates for placement in our internal database as well as on job boards and social media outlets
* Utilizing excellent writing skills to craft job descriptions and post them online
* Conducting research for projects regarding competitive analysis and business development
* Creating online content to be published on social media and other outlets
* Placing outgoing calls, emails and texts and responding to job seekers
* Encouraging job seekers to meet with your team of experienced recruiters
* Scheduling and shadowing interviews and following up with candidates
* Attending training meetings, team-building activities, and job fairs as available
* Recording notes and other pertinent information in JFC’s online records system
* Occasionally assisting with administrative tasks, as assigned
* Other projects as assigned

**Why Work for the JFC Staffing Companies?**

JFC is an independently owned and operated recruiting firm in south-central PA showcasing some of the top recruiters in the industry and is made up of three corporations: JFC Global, JFC Workforce, and JFC Skilled Trades. Our company has won awards both for our success in the field and for our internal culture. We have been voted *Simply the Best Staffing Agency* for 12 consecutive years and *Best Places to work in PA!* For 9 years.

The family-oriented culture and entrepreneurial feel we have designed give our team members the support and freedom they need to develop into competent professionals. Join us as we create an ongoing program to attract the best college students in the area for our internship program, and for our internal openings.

**Application Instructions**

To start the simple online application process, please email a current resume to our Career Relations Coordinator, Kelly Thompson at [kthompson@jfcstaffing.com](mailto:kthompson@jfcstaffing.com). Please include **“2019 Internship Application”** in your subject line. If you are a finalist in our selection process, she will quickly respond to ask for the following information:

* A college transcript (including information from the fall semester of 2018)
* Two letters (or emails) of reference from a professional or professor
* A researched essay response consisting of 125-150 words, responding to this prompt:

What makes JFC a *Best Place to Work,* and how do you feel this internship will further your educational and career goals?

If you would like to be considered, **don’t wait to apply!** JFC will be accepting applications through March 15th and will announce our 2019 interns as soon as they have been selected. If you’re interested, **send your resume to Kelly today** to get the process started!