



Human Resources Intern

If you're drawn to the dynamic world of entrepreneurship and startups, Startup Greece offers an ideal environment for you to flourish. Here, your passion for innovation and your entrepreneurial spirit will find fertile ground, as you collaborate with like-minded individuals and contribute to the vibrant startup ecosystem.

Position Summary: As a Human Resources Intern at Startup Greece, you will play a key role in driving and supporting the full recruitment lifecycle for volunteers and interns. This position offers hands-on experience across core HR functions, from talent sourcing and candidate engagement to onboarding and process improvement.

You will contribute not only to execution but also to shaping and refining HR practices, supporting the ongoing development of our people strategy, an essential pillar of our organization's growth and success.

Key Responsibilities:

- Manage the end-to-end recruitment process for volunteers and interns, ensuring a smooth and engaging candidate experience
- Prepare and continuously refine job descriptions to attract high-quality candidates
- Create and publish job postings across relevant platforms
- Communicate professionally with candidates, maintaining timely and clear email correspondence
- Review applications and shortlist candidates based on role requirements
- Coordinate and conduct interviews with selected candidates
- Support onboarding processes, including contract preparation and administrative coordination
- Contribute to the development and implementation of HR strategy
- Evaluate existing HR processes and suggest improvements to enhance efficiency and effectiveness
- Collaborate closely with the team to support ongoing HR initiatives
- Bring forward ideas that promote creativity and innovation within HR practices

Requirements:

- Academic knowledge on Human Resources Management, Recruiting, Psychology or on other relevant fields
- Good organizational skills
- Effective communication
- Proficient in problem solving



- Good knowledge of Microsoft Office (Word, PowerPoint, Excel)

Performance Objectives:

- Successfully recruit qualified volunteers and interns for our initiatives.
- Develop and implement HR strategies to support organizational goals.
- Enhance HR processes for efficiency and effectiveness.
- Collaborate effectively with the team to achieve HR objectives.
- Encourage and contribute to innovative HR practices.

Key Performance Indicators (KPIs):

- Number of successfully recruited volunteers and interns.
- Effectiveness and alignment of HR strategies with organizational goals.
- Efficiency improvements in HR processes.
- Feedback and collaboration ratings from the team.
- Implementation of innovative HR practices.

Our Offer:

- Opportunities for ownership, self-responsibility, and active participation in decision-making
- Experience working in a dynamic, young, and international team environment
- Flexible working arrangements to accommodate personal needs
- Participation in events, NGO meetings, and broader organizational activities
- The opportunity to represent Startup Greece at prestigious university events (e.g. career fairs, career days), strengthening your external engagement and communication skills
- Hands-on involvement in onboarding and mentoring new incoming interns
- Exposure to pitching HR services to clients, building confidence in professional communication and presentation
- Regular feedback and mentorship to support your growth
- Continuous learning through knowledge-sharing and training sessions across various subjects and tools
- Strong development of soft skills, including communication, collaboration, adaptability, problem-solving, and stakeholder management

Additional Information:

The minimum duration for an internship is three months, with a maximum of twelve months. However, we highly recommend interns to consider staying for a period of four months or longer. This extended duration allows interns to immerse themselves fully in our operations, gaining a comprehensive understanding of our work before concluding their internship.



Interns should currently be enrolled in a bachelor's or master's program at a university, or have completed their degree within the past year. Please note that interns are required to bring their own laptops. Kindly be advised that this internship is unpaid.

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