



Paid Internship – [Apply Here](#)

Job Title: Intern, Human Resources
Location: Summer 2022 Internship role may be remotely based

Job Summary

As an intern supporting the Human Resource department, this role provides a unique opportunity to blend strategic industry experience while developing career skills for future advancement. The position will work closely with all members of the Human Resources team to perform daily tasks and support a growing organization through administration assistance while gaining invaluable career development knowledge. This internship will be paid and hours may be flexible.

Essential Duties and Responsibilities

- Support HR System information, as requested, to ensure fully completed records
- Support HR recruiting efforts by working to define value-appropriate and organization-specific resources
- Participate in organization-wide events
- Help coordinate HR-related initiatives related to onboarding, offboarding and employee engagement
- Assist all members of the HR Team, as needed
- Interact with employees related to HR-specific ad-hoc needs
- Mentor and interact with other Avidity interns throughout the course of internship
- Other duties as assigned

Qualifications

- Completing a college – level degree with a Major in Human Resources, preferred
- Ability to multi-task well and work in a fast-paced environment
- Willingness to learn and build upon a career in Human Resources
- Experience in each of the following MS Office applications:
 - MS Outlook - Proficient
 - MS Word - Proficient
 - MS Excel – Proficient
 - MS PowerPoint – Proficient

Frequently Asked Questions:

Can I participate in Avidity's Internship Program while actively enrolled in an ongoing clinical trial?

Avidity is committed to improving the lives of people impacted by diseases through the research and development of new drugs. While we are grateful for your interest in our internship program, we believe your commitment to clinical research comes first. Please consider expressing interest in our internship program once you complete your participation in the clinical trial.

This internship pays \$20/hour. Work hours may be flexible.