

SEIU 775 Benefits Group (5-8)

Position Title: Scheduling and Logistics Team Intern

Category: Temporary

Classification: Full-Time or Part-Time Temporary, FLSA Non-Exempt, Non-Union

Location: 215 Columbia St, Seattle, WA 98104

Organizational Overview

The SEIU 775 Benefits Group is a family of employee benefit plans negotiated and sponsored by SEIU 775, the labor union for long-term care workers in Washington State & Montana. We are leading the transformation of home care into a thriving career and helping to prevent the coming care crisis. With 10,000 people turning 65 every day in the U.S., there are not enough qualified, trained workers to care for the exponential rise in older adults needing care. Through groundbreaking initiatives, the SEIU 775 Benefits Group, together with its union and employer partners, are ensuring that Washington state home care workers have access to the skills and support they need to stay and grow in the field.

Position Summary

Reporting to the Scheduling and Logistics Manager, you will work with members of our operations team in some of the key functions related to enrollment management and validation. This is a great opportunity for an undergraduate student who is majoring in Business/Economics/HR or any other related field in the liberal arts or the sciences!

- Learn how to audit training records including physical & electronic training documents
- Research and validate training data and update student records appropriately
- Analysis of data to identify incorrect and/or missing information.
- Opportunities to learn more about training operations
- Up to 80 percent of the time will be spent on administrative work
- The ideal candidate should have intermediate Microsoft Office and Google Suite skills or higher

You Will:

- Determine if information provided meets audit standards
- Receive mentoring from experienced scheduling and logistics staff
- Gain insight on scheduling, logistics, and operations of Washington State's second largest training institution
- Perform administrative tasks as assigned (approximately 80%)

You Have:

- Enrollment in an accredited associates degree program with specialization in business, HR, economics, education, or similar
- An interest in learning about training institution operations

The SEIU 775 Benefits Group is an equal opportunity employer and offers competitive salaries and exceptional benefits.