LaunchCode

**People Operations Intern**

# **LaunchCode**

LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through apprenticeships and job placement in technology. Since 2013, we’ve launched over 2,300 careers across the nation and have provided free, skills-based training to over 8,000 driven individuals. Check out our most recent impact report [here](https://www.launchcode.org/impact/2020).

**People Operations Associate**

We’re looking for a self-motivated part-time People Operations Associate to help us expand tech greatness in the St. Louis area and beyond.

The People Operations Associate will support the People Operations Team perform duties across the organization.

**Essential Functions**

**Human Resource Administration**

* Administers employee benefits and maintains records of benefits plans participation
* Maintains records of personnel transactions such as background checks, hires, promotions, performance reviews, and terminations
* Contributes to staff development through updating job requirements and maintaining professional development resources
* Responsible for responding to education and employment verifications

**Apprentice Support**

* Oversees apprentice staffing, including conducting orientations, verifying i9s, and approving timesheets
* Updates organizational apprenticeship information, such as apprenticeship agreements, policies, and employer agreements
* Assist in the administration of the Candidate Care Program

**Compliance**

* Documenting compliance with the organization’s People Operations policies, procedures, and requirements

**Qualifications**

* Working knowledge of HR best practices, regulations, and employment agencies
* Familiarity with non-profit management
* Customer service skills
* Relationship management
* Have proficiency with Google Workspace
* Bonus if you have experience with Zenefits or other HRIS

## What it’s like to work at LaunchCode

Are you a person who's always listening for connections? Got an earnest drive to open doors to opportunity for others and make an impact on their lives? If so, then you've come to the right place.

**You’re part of changing lives and changing the face of the tech industry.** Traditionally, education and jobs in technology haven’t been widely accessible to many demographics and populations. Of LaunchCode students enrolled in courses so far in 2021, 52% identify as people of color and 57% identify as women. More than 80% of LaunchCoders placed into paid apprenticeships in 2021 have been offered a permanent position, where the average LaunchCoder more than doubles their previous salary.

**You’ll pull together with your teammates to grow the organization’s reach, our outcomes, and our sustainability.** LaunchCode has a life-changing, career-making model. Our goal is to put it to use for as many people and companies as we can. Whether by reaching more learners, building more employer partnerships or securing more resources to support our programs, our people realize that growth and innovation are central to maximizing our impact in the world.

**You’ll be part of a company that values diversity, equity, and inclusion among our staff, students, and board.** In 2019 and 2020, the St Louis Women’s Foundation named LaunchCode as an honoree in its [employment scorecard initiative](http://www.wfstl.org/women-in-the-workplace-initiative) for demonstrating a strong commitment to women in the workplace. [Forbes](https://www.forbes.com/americas-best-startup-employers/#31f0e2206527) also named us one of 2020’s best startup employers in the U.S. But beyond external recognition, we believe deeply in Black Lives Matter, celebrating [Pride](https://www.meetup.com/codewithpride/) all year round, and uplifting [women in tech](https://www.launchcode.org/codergirl).

**You’ll be immersed in a culture based on shared values.** We love to laugh, compete for the best GIF game on Slack, and show off our pets. We also share these values: collaboration, trust, appreciation, and being kind.

# **We Heart Diversity**

LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.

**Position Type**

Part-Time — 15 to 20 hours per week

## To Apply

**Apply online by filling out the form above. No phone calls, please. References should be available upon request. Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward. The employment eligibility of all new hires will be verified using E-Verify.**

If we can make any accommodations for you at any point during the hiring process (applying online, interviewing, on-boarding), please contact [hr@launchcode.org](mailto:hr@launchcode.org). We are happy to provide any information or resources that will make this process accessible.