



## FUNDACIÓN THE TOUCAN RESCUE RANCH

### HUMAN RESOURCES INTERNSHIP – COSTA RICAN NATIONAL

#### THE TOUCAN RESCUE RANCH

The Toucan Rescue Ranch's (TRR) mission is to rescue, rehabilitate, and release Costa Rica wildlife. TRR works with a model that focuses on conservation, education, and research to ensure a brighter tomorrow for Costa Rica wildlife.

TRR's emphasis is on the care, rehabilitation, and release of national wildlife. We receive and care for confiscated, sick, and injured animals from government agencies. The Toucan Rescue Ranch works closely with the Ministry of Environment and Energy of Costa Rica (MINAE) who brings injured and displaced wildlife to the center. TRR provides sanctuary while giving treatment and rehabilitation. Whenever possible the animal is released to their natural environment.

The Toucan Rescue Ranch is a licensed Costa Rica wildlife rescue facility, Costa Rica foundation (300667701803) and a 501(c)3 nonprofit organization (EIN: 80-0516453).

#### INTERNSHIP DESCRIPTION

Toucan Rescue Ranch is seeking a Human Resources Intern to ensure that the interests of the service programs are served and that the Recruitment Programs remain well staffed. This position coordinates primarily with the Human Resources department on an ongoing basis to ensure that both volunteer programs, interns and employee candidates are staffed with enthusiastic and qualified personnel. This position also maintains program integrity and improvements by utilizing various channels to share new opportunities, provide a clean application process, and ensure that new incoming individuals are well mentored and equipped for their experience with Toucan Rescue Ranch. The Human Resources Intern is part of the ADMINISTRATIVE TEAM and is the person in charge of executing tasks assigned by the Human Resources department in related areas.

#### DURATION OF INTERNSHIP

6 Months

#### LOCATION OF INTERNSHIP

TRR Headquarters, San Isidro de Heredia, Costa Rica Some remote work possible.

#### SKILLS YOU WILL LEARN

- Teamwork
- Exposure to the running of a wildlife rescue center
- Communication skills
- HR strategy creation & execution
- Managing priorities
- Recruitment and selection
- HR reporting
- Cultural awareness and sensitivity

#### ACTIVITIES & RESPONSIBILITIES

- Recruiting for the Service Programs.
- Works with the Volunteer Coordinator to determine the number and range of applicants needed for specific projects and ongoing demands of TRR.
- Collecting applicant information, availability, and skills, and maintaining up-to-date spreadsheets/email.
- Keep the database updated and maintain constant communication with the team through Monday.com. WhatsApp and Gmail.
- Matching opportunities that suit their skill sets, and ensuring they understand their responsibilities and schedule prior to arrival.
- Develop and update intern descriptions with your manager.
- Design and implement an overall recruiting strategy.
- Prepare recruitment materials and post jobs to appropriate job boards/social media/colleges, etc.
- Source and recruit candidates by using a database and social media. • Screen candidates' resumes, references, and cover letters, and ensure they are relevant, have the right skills, and knowledge/experience.
- Conduct interviews using reliable recruiting and selection tool methods to filter candidates within the schedule.
- Monitor and apply HR recruiting and best practices while promoting the company's reputation as "best place to work"
- Act as a point of contact and build influential candidate relationships during the selection process.
- Elaboration and review of assigned documents

## REQUIREMENTS & QUALIFICATIONS

### General Requirements:

- Must be 18 years of age or older
- Provide proof of emergency health insurance while in Costa Rica
- Provide proof of current tetanus vaccination
- The ability to follow directions with attention to detail
- A positive "can-do" attitude and the ability to work well in a team environment

### Specific Requirements:

- Fluent in Spanish and intermediate level of English language proficiency
- Advanced student with emphasis in human resources or recruiting
- Computer skills, Word and Excel

### Other Valuable Skills:

- Knowledge of recruitment and selection processes
- Application of psychometric tests
- Experience conducting skills assessment
- Experience creating and conducting HR surveys
- Knowledge of current Costa Rican labor legislation

### Ensuring Best Practice Implementation:

- Fostering practices that support and improve the Ranch's philosophy and goals
- Maintaining quality by establishing and enforcing organization standards

## WORK SCHEDULE

The Intern works 5 days a week with two days off a week. Days off are not necessarily on the weekend. You will learn about your schedule and days off during your orientation at the Toucan Rescue Ranch.

## INTERNSHIP PROGRAM BENEFITS AND COSTS

Internships are voluntary self-funded positions.

**Meals:** Lunch provided

**Other:** All other costs are to be paid for by the intern. This includes travel expenses, medical insurance, entertainment expenses.

## I'D LIKE TO APPLY

If you would like to be a part of the TRR team, please go to <http://toucanrescueranch.org/internships/> , scroll down and click the APPLY HERE button.

You will be asked for:

- One-page cover letter of interest – specify which internship you are interested and the start date
- CV or resume
- Contact information for three professional references

We will promptly contact you to schedule a Skype interview after reviewing your application. If you have any questions we are always available via email to answer any questions.

## CONTACT

[www.toucanrescueranch.org](http://www.toucanrescueranch.org)

[applications@toucanrescueranch.org](mailto:applications@toucanrescueranch.org)