



HUMAN RESOURCES INTERNSHIP

INTERNSHIP SUMMARY:

Put your energy and passion to use and become part of a local nonprofit organization! Under the direction of the Human Resources Coordinator, the Human Resources (HR) Intern is responsible for assisting the Human Resources team with various tasks to ensure Waypoint's programs run smoothly. Waypoint's programs include: KidsPoint Child Care, Housing Services, and Victim Services.

ORGANIZATION IMPACT:

Waypoint employs over 110 full-time and part-time staff to support its programs and the needs of the community. A strong HR team is key to ensure that employees have proper onboarding and are provided support and resources throughout their employment. The HR Intern expands the capacity of the HR team to respond to employees' concerns in a timely manner, conduct more strategic recruiting, and fill any open positions as quickly as possible.

TIME COMMITMENT:

Part-time with flexible hours between 8:00 a.m. and 4:00 p.m. Monday-Friday. Semester commitments are preferred, but can be adjusted to fit your schedule.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist Human Resources team with projects and new hire orientation
- Performs a wide range of duties with employee records and reports
- Interact with and provide information to job applicants and employees
- Provide clerical and operational support to Human Resources team
- Maintain high standards of confidentiality with all employee records and information
- Assist the Project Culture team to improve the workplace experience

REQUIRED SKILLS:

- Pursuing or have obtained a post-secondary degree or higher in Human Resources, Business, or other related fields
- Proficiency in Microsoft Office applications
- Attention to detail
- Ability to multi-task
- Collaborative worker
- Ability to work independently with minimal supervision

WHAT YOU WILL GAIN:

- Real world experience with the new hire process at a nonprofit organization
- Improved communication and critical thinking skills
- Insight into other duties and necessary skills in the Human Resources field
- Interpersonal skills from interacting with a wide variety of individuals from different backgrounds
- Knowledge about the nonprofit community and the resources available to assist those in crisis

Contact Ingrid Gustafson, Human Resources Coordinator at 319.582.4995 or igustafson@waypointservices.org with additional questions.

Apply online at <https://www.waypointservices.org/volunteer/internship-opportunities/internship-application>