



JOB TITLE: Human Resources Paid Intern
SCOPE: Non-Exempt/Hourly
SUPERVISION: Reports to Director of HR

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

The ideal HR Intern will play a vital role in supporting the human resources functions ensuring the smooth execution of various HR processes. The candidate must have excellent customer service skills, be organized, flexible, have great attention to detail, and be highly capable of meeting expectations. The successful candidate will pass a background check, drug test, and TB test.

WHAT YOU RECEIVE: The opportunity to work in a diverse environment with staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that strives to eliminate obstacles for our clients. Benefits include highly competitive salary, health insurance, retirement savings and matching, mileage reimbursement, paid time off, and more!

MAJOR DUTIES AND RESPONSIBILITIES

Regular duties include (but are not limited to):

Onboarding and Offboarding:

- Coordinate new employee onboarding, ensuring a smooth transition for new hires into the organization
- Coordinate and schedule orientation sessions, training, and introductions to company policies and procedures
- Collaborate with various departments to ensure all necessary paperwork, equipment, and access are prepared for new employees
- Provide guidance and support to new employees, addressing their questions and concerns during the onboarding period
- Facilitate the completion of required forms, agreements, and documentation
- Assist in offboarding processes, including setting up exit interviews and necessary paperwork



RECRUITING

- Using Indeed and other platforms to contact potential employees
- Setting up face-to-face interviews with hiring managers and candidates
- Attending any job fairs with HR Director

WORKING CONDITIONS

DOORWAYS' flexible schedule policy promotes a healthy work-life balance; assigned hours are at the discretion of the hiring manager. Candidate will work 15 hours per week; Monday through Friday; Specific time of day will be established with hiring manager.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND ABILITIES

- High School Diploma (or GED or equivalent)
- Working for a Bachelor's Degree in Human Resources or Business is preferred
- 1+ years of customer service or HR experience is preferred.
- Must have proficient knowledge of Microsoft Office software, especially Excel, Word and Outlook.

SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language well.
- Must be able to follow written and oral instructions.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to work well as a team member and also be a self-starter who is able to work independently.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Ability to maintain strict confidentiality.

PHYSICAL REQUIREMENTS

The Human Resources Intern will do a large part of his/her work at a computer and must be able to spend extended periods of time typing and reading at a computer.

This job description in no way states or implies that these are the only duties the Human Resources Intern will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **Human Resources Intern** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

This job description is illustrative only and is not meant to encompass all possible duties that an employee may be called upon to perform or all conditions that an employee may encounter during the course and scope of the employee's employment.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Date

Signature

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.