



## **Internship Placement**

<b>ORGANIZATION:</b>	DOORWAYS
<b>LOCATION:</b>	St. Louis, MO
<b>TITLE:</b>	Human Resources Intern
<b>Status:</b>	Volunteer (school credit available)
<b>Time Period:</b>	Dates are negotiable

DOORWAYS, an interfaith non-profit organization, provides housing and related supportive services to improve the quality of life and health outcomes for people affected by HIV/AIDS.

We are seeking an energetic HR Intern who can take initiative and help the organization formalize procedures and initiate its first ever health and wellness campaign. This intern will report to our HR Director and have direct exposure to employment policy and personnel matters. Hours are flexible but weekly meetings in-person with the HR Director will be required.

### **SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- Work with HR Director to research, write and implement various policies to better formalize procedures within the organization.
- Assist with Health and Wellness Campaign titled "Wise and Well"; Encourage staff to become more active and strive for work/life balance.
- Oversee creation of internal newsletter, increasing communication to all-staff in the process.
- Participate in the recruitment, hiring and orientation of all new team members—including background checks, signing up for benefits and posting all new positions to various sites.
- Assist with staff appreciation programs and create new ways to honor All-Star employees.
- Maintain agency's bulletin boards to reflect updated HR content.



HOUSING • HEALTH • HOPE

## **REQUIREMENTS:**

### **EDUCATION AND EXPERIENCE:**

- All undergraduates who have completed at least one year of college will be considered. Upper-level undergraduate and graduate students preferred.
- Program of study should be in an applicable field: HR, business administration, public policy or a like program.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent writing and communication skills; may be requested to present to committees or other small groups.
- Ability to interact with diverse groups of people and be comfortable in the process.
- Must possess the ability to make independent decisions, follow instructions and accept constructive criticism.
- Possess great attention to detail and maintain confidentiality with personnel information.

### **DESIRED ATTRIBUTES:**

- Understanding of issues pertaining to HIV/AIDS, homelessness, mental health, substance abuse and poverty.

This internship description is illustrative only and is not meant to encompass all possible duties the HR Intern may be called upon to perform or all the conditions that an intern may encounter during his/her time with DOORWAYS. The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with DOORWAYS. This unpaid learning experience is not employment and the intern is not entitled to wages or a promise of employment at its completion.

**To apply, please send a cover letter and resume to [pyoung@DOORWAYShousing.org](mailto:pyoung@DOORWAYShousing.org) and place "HR Intern" in the subject line.**

DOORWAYS provides equal opportunity to all applicants regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.