



Family Promise of Spokane

Human Resources Intern

Last Updated: 11/13/20

REPORTS TO:	Executive Coordinator & Grants Manager
START DATE:	January 19, 2021
SCHEDULE:	10-15 hours/week; days may vary Position will primarily work remotely
COMPENSATION:	\$15.00/hour Paid Internship through Mozilo Student Experience Internship can be applied toward academic credit

OVERVIEW: Family Promise is planning to expand our services beginning in 2021 to better serve families and children experiencing homelessness in Spokane County. To expand effectively, Family Promise needs strong procedures for Hiring, Onboarding, and Training for new and existing staff members. The Human Resources Intern is responsible for helping Family Promise strengthen its Human Resources Department by assisting with HR office administrative tasks including the development of policies and procedures.

Family Promise's core values are to be Non-Judgemental, Respectfully Compassionate, Competent, Present, and Empowering. We expect all of our employees, interns, and volunteers to complete their work in alignment with these values.

POSITION DUTIES

- Assist with creation of Hiring & Onboarding Policies and Procedures
- Assist with the development of an Ongoing Staff Training Calendar
- Assist the Operations Director with an HR File Audit
- Assist with general HR records management, including employee records and electronic files
- Participate in the Hiring & Onboarding Process, as needed
- Maintain strict confidentiality while working with sensitive HR information
- Other related administrative duties as assigned by the Supervisor or Operations Director

QUALIFICATIONS - The ideal candidate will have:

- Some college coursework completed.
- Declared major and coursework in Human Resources, General Business or related degree
- Passion for working within the nonprofit sector, and/or people experiencing homelessness.

SKILLS - To perform this job successfully, the applicant must demonstrate:

- Self-Motivation
- Time Management
- Creative Problem Solving
- Strong Organization and Detail Orientation
- Good Understanding of Microsoft Office and Google Drive programs
- Ability to maintain strict confidentiality

TO APPLY: Fill out an online application at www.familypromiseofspokane.org/careers. We may reach out for a virtual interview if desired.