

Organization: Duluth Area Family YMCA

Internship Focus: **Human Resource Specialist**

Reports To: Human Resources Manager

Hours: Flexible



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

This internship is intended to give students a practical, hands-on experience in the area of human resources. The intern will assist HR personnel on various projects and will have the opportunity to see and learn the business realities of administration, management, and training of personnel in a non-profit organization.

Essential Functions:

1. Assist in implementing personnel policies and procedures.
2. Maintain records according to legal standards.
3. Coordinate data gathering and assessment activities.
4. Develop projects related to business improvement in areas such as personnel training, recruitment strategies, employee satisfaction, and other areas of interest.

Opportunities: We are very open to using your creative ideas and knowledge to enhance your experience during your internship. This position has flexibility for creativity and new ideas.

Qualifications:

1. Pursuing BS/BA in Human Resources, Organizational Industrial Psychology, Business, or other related field.
2. Able to work both on own initiative and as part of a team.
3. Knowledge of Microsoft Office software preferred.
4. Management skills to analyze programs, policies and operational needs.

Compensation:

Interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation.

Although this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through his/her degree program.

Application Process:

- o YMCA Internship Application (found at www.duluthymca.org)
- o Cover Letter
- o Resume
- o Two letters of recommendation

Contact Information:

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