

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:

- Recruitment
 - Attend job fairs
 - Posting positions on recruiting sites
 - Working to increase diversity in applicants
- Job Descriptions
 - Making sure every position has an updated job description
 - Creating consistency between descriptions
 - Ensuring that job descriptions are inclusive
 - Proof reading descriptions
- Interview questions
 - Ensure efficiency
 - Create behavioral and non-discriminatory questions
 - Develop new rubric
- Data Analysis
 - Turnover rates
 - Retention rates
 - Metrics in dimensions of diversity in the workplace
 - Applicant yield and acceptance rates

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:

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

Contact Information:

Gina Miller

Volunteer & Internship Coordinator

Duluth Area Family YMCA

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