

Internship Announcement

Position: Human Resources Intern

Reports to: Director of Human Resources

Department: Human Resources

Classification: Intern

Compensation: Unpaid

About YWCA South Hampton Roads

The YWCA is the oldest and largest multicultural women's organization in the world and is the preeminent provider of services for victims of domestic and sexual violence in the country. As an affiliate of the YWCA U.S.A., the YWCA South Hampton Roads works locally to implement the mission of the YWCA: *Eliminating Racism and Empowering Women*. Since 1911, the YWCA South Hampton Roads has served as a source of strength for over a quarter million women and children in the Hampton Roads community.

The organization serves approximately 7,000 individuals each year through six hallmark programs, including our: 1) Domestic Violence Emergency Shelter and Housing Program; 2) Sexual Assault Support Services and Counseling Center; 3) Out-of-School Time Services; 4) Respite Care; and 5) Coordinated Crisis Response Program. Learn more at www.ywca-shr.org.

Job Summary

The YWCA South Hampton Roads has an incredible internship opportunity for a student interested in a career in Human Resources. This is the perfect chance to learn and experience every area of Human Resources. The intern will gain valuable knowledge and skills applicable in a nonprofit sector, while contributing to a movement that promotes women empowerment and justice. The internship will provide hands-on experience in the day-to-day HR needs of this busy non-profit. Interns can expect to play an important role supporting the Human Resources function and will participate in tasks and projects related to recruiting, onboarding, benefits, employee relations, compensation, performance management, compliance, HRIS, training and development. This internship offers a flexible schedule.

Required Qualifications:

- Pursuing a degree in Human Resources, Business Administration or a related field.
- At least 18 years of age.
- Must be in good academic standing.
- Strong oral and written communication skills and be able to work independently.
- Solid computer skills (i.e. Microsoft Excel, PowerPoint and Word).
- Ability to maintain the integrity of confidential information.
- Detailed oriented.
- Professional and caring attitude, reflecting the philosophy of YWCA.
- Must be able to pass a drug test and criminal background check.

EQUAL OPPORTUNITY EMPLOYER

Qualified candidates should submit a resume to Director of Human Resources, Nicole Jones
Nicole.Jones@YWCA-SHR.org. Please insert “Human Resources Intern” in email subject line.
No telephone calls please.