



## **HABITAT FOR HUMANITY LAKESIDE HUMAN RESOURCES INTERNSHIP – UNPAID**

Overview: The Human Resources Intern at Habitat for Humanity Lakeside would work directly with the Executive Director. Our organization is looking to enhance our employee benefits package and update our employee handbook. A student interested in this internship would have the opportunity to work with our organization for one semester or for the whole school year (preferred) to help research enhancements for our benefits package and to help rewrite our employee handbook. They would also gain experience in organizing employee files.

### Intern Activities:

- Learns the global and local mission of Habitat for Humanity
- Gains an understanding of the programs that Habitat for Humanity Lakeside operates in Sheboygan County including the Home Buyer Program, Home Repair Program, Rock the Block Program and ReStore
- Learns and understands the current staffing structure, benefit offerings and employee handbook content at Habitat for Humanity Lakeside
- Researches the staffing structures, benefit offerings and employee handbook contents at other Habitat affiliates and other nonprofit organizations
- Assists in gathering information and preparing information for the Personnel Committee
- Attends and participates in Personnel Committee meetings when available
- Assists in the layout, design and input of information into the new employee handbook
- Assists in communicating with insurance and other benefit vendors to provide information and get quotes
- Assists in organizing employee files
- Assists with general office duties including answering phones, greeting visitors and attending staff meetings

### Desired Skills & Education

- Minimum High School Diploma or GED is required
- Active enrollment in a Human Resources field at a college or University is required
- A willingness to learn which means trying new things and being curious enough to ask questions about our mission and processes

### Other Job Requirements

- Pass a criminal background and sex offender registry check
- Reliable transportation to get to and from the internship
- Able to commit to a full semester or full school year (preferred) internship
- Flexibility to intern 4-8 hours per week during normal office hours which include 8:30am-4:30pm Monday-Friday

Students interested in this Internship opportunity should write a letter discussing their background, education and why they are interested in the internship. The letter can be emailed to Sarah Beckman, Executive Director at [sbeckman@habitatlakeside.com](mailto:sbeckman@habitatlakeside.com) or mailed to Sarah Beckman, Habitat for Humanity Lakeside, PO Box 973, Sheboygan, WI 53082.