



Child and Family
Resource Council

CHILD AND FAMILY RESOURCE COUNCIL

Internship Program – Open Position: Human Resources Department

The Child and Family Resource Council is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For more than seventeen years, the Council has worked to support families and *to shape a community that protects children from child abuse and neglect.*

Internship Opportunity

The Council is fortunate to have dedicated interns and volunteers who donate their skills and time. An unpaid internship opportunity currently exists for a student wishing to gain practical experience in the area of not-for-profit **Human Resources**. This internship provides experience in hiring processes, payroll, personnel policy compliance and interpretation, employee benefits management, and Federal and State compliance issues.

Learning Objectives

- Preparation of payroll materials
- Assistance with the hiring process (recording, screening of incoming resumes, correspondence with applicants)
- Personnel Policy Manual revisions
- Maintenance and reconciliation of employee benefits
- Assistance with Intern Coordination
- General administrative and clerical support

Requirements

- Current student in relevant field of study or an interest in Human Resources, Business Administration, or Office Management
- Strong Excel, Word, and Outlook skills
- Strong verbal and written communication skills
- Independent worker with the ability to take direction and work well with others
- Attention to detail

Please submit a cover letter, resume and three references in one of the following ways:

Mail to:

Human Resources Internship Position
Child and Family Resource Council
678 Front Avenue NW, Suite 210
Grand Rapids, MI 49504

Email to:

lesliea@childresource.cc

Fax to:

616-454-2059

RE: Human Resources Internship Position

If you have any questions, please contact Leslie Austin at 616-454-HOPE (4673) x125.