

## HR Internship

**Family Futures** is a parent-focused West Michigan nonprofit dedicated to building safe and strong families. Every semester, Family Futures is fortunate to have dedicated interns from a wide range of backgrounds that donate their skills and time to support our work throughout the community.

HR Interns gain practical, hands on experience and an understanding of nonprofit intern management. This position provides a well-rounded experience in prevention, nonprofit work, management skills and project coordination.

### Duties & Responsibilities

- Support Family Futures programs and staff by coordinating day-to-day volunteer projects
- Assist coordination of intern appreciation and professional development opportunities
- Build relationships with current and future interns
- Set up and coordinate intern orientations
- Aid in monthly program reporting, outcomes, and evaluation
- Network with local colleges, universities, businesses, and organizations to recruit interns
- Update and navigate intern database
- Support internship program
- General administrative, clerical, and receptionist support

### General Requirements

- Current college student or recent graduate
- Experience or interest in General Management, HR, or Nonprofit Management
- Ability to work independently and as part of a team
- Strong written and verbal communications skills
- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization, even with frequent interruptions
- Maintain confidentiality
- At least 15 hours per week

### Preferred Qualifications

- Strong relationship building and interpersonal skills
- Strong organizational and planning skills

### Application Instructions

- Complete the online [internship application](#) and upload a current resume and cover letter.
- For more information, please contact [internship@familyfutures.net](mailto:internship@familyfutures.net).