

Human Resources Intern

Background

Gateway Mission serves as a first step toward a new life for homeless men, women, and children across West Michigan.

We provide emergency services and long-term discipleship programs that offer help and lasting hope. This Christ-centered care helps our neighbors overcome the root issues of poverty, addiction, and homelessness so they can rebuild their lives, from the inside out. Our desire is to help every person who walks through our doors experience a lasting transformation . . . From broken to beautiful. From lost to loved. From hopeless to hopeful.

Gateway Mission is committed to seeing lives transformed through a relationship with Jesus Christ. It takes a team of dedicated men and women who have been called by Christ to accomplish this mission.

Leadership Team-Human Resources

Gateway Mission is supported by a Leadership Team that includes Human Resources. The HR Manager is responsible for the typical functions of recruiting/hiring/onboarding, payroll, benefits, performance evaluations, training, and terminations. The HR Manager supports department managers in the important duty of employee relations and support. Fostering a One Team mindset among the 90+ employees who are committed to the ministry of Gateway Mission is a top priority.

Human Resources Intern

The Human Resources Intern role supports the Human Resources Manager and supervisors as it relates to human resource activities within Gateway Mission. **This is an unpaid internship; hybrid work option.**

The ideal candidate has:

Education & Experience:

- Minimum enrolled in human resources, business or related subject program or recently graduated with an associate or bachelor's degree in related field
- Experience/knowledge of non-profit/ministry work preferred
- Experience/knowledge of homelessness culture preferred

- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills & Abilities:

- Strong organizational skills, with ability to manage people, information, and projects simultaneously and effectively, while meeting deadlines
- Strong communication skills – written, verbal and electronic communication
- Ability to create a positive work environment.
- Highly ethical, trustworthy, and professional
- Intermediate computer skills (Office 365, Share Point; Teams preferred; Canva and HRIS system optional)

Personal Characteristics:

Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Gateway Mission Statement of Faith, Principles of Influence/Qualifications for Employment, and Mission/Vision/Values profile.

To Apply:

For a complete job description or to apply with resume/cover letter email HR@hopefoundhere.org For a full list of open positions visit [Careers - Hope Found Here](#). Phone inquiries may be directed to **Deb Vogel** at **616.396.2200**. Accepting resumes thru **December 19, 2025**.

Gateway Mission You Tube Channel

<https://www.youtube.com/channel/UCrepithmcaSGnASoG067GEA/videos>