

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 Director is responsible for the typical functions of recruiting/hiring/onboarding, payroll, benefits, performance evaluations, training, and terminations. The HR Director 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 will gain hands-on experience in nonprofit ministry setting while supporting the Human Resources team. This role is designed to develop practical HR skills, gain an understanding of the core HR functions, and contribute to departmental projects aligned with Gateway Mission's strategic goals. **This is an unpaid internship (academic credit eligible); hybrid work option.**

The ideal candidate has:

Education & Experience:

- Currently enrolled in or recently graduated from a program in HR, business, or related field

- Interest in nonprofit or ministry work
- Intermediate familiarity with Microsoft Office (HRIS exposure is a plus but not required)
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills & Abilities:

- Strong organizational and time management skills
- Willingness to learn and receive feedback
- Effective communication skills (written and verbal)
- Professional, ethical, and dependable
- Ability to handle confidential information appropriately

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 **May 15, 2026**.

Gateway Mission You Tube Channel

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