



JOB DESCRIPTION

Position	Department	Reports to
Human Resources Intern	Administration	Human Resources Director
Employment Status/Schedule	FLSA Status	Salary Level
Fall, Spring or Summer Semester, 8 – 16 hours/week	Unpaid/Academic Credit Eligible	NA
Location	JD Number	Last Update
Gateway Center	12-05 Intern	4-7-26

Purpose/Mission/Vision

Gateway Mission is a Christ-centered ministry dedicated to declaring and demonstrating the love of Jesus through housing, programs, and support for individuals experiencing homelessness. Every role—including internships—is considered part of ministry and contributes to spiritual and organizational impact.

Position Summary

The Human Resources Intern gains 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.

Learning Objectives

- Understand core HR functions within a nonprofit ministry context
- Gain experience in recruitment, onboarding, and employee engagement
- Develop professional communication and administrative skills
- Complete at least one meaningful HR project tied to departmental goals
- Grow in alignment with Gateway Mission’s mission, values, and culture

Essential Duties & Responsibilities

HR Support & Exposure

- Assist with recruitment processes (job postings, candidate interviews and references)
- Support onboarding processes (paperwork, orientation preparation, documentation)
- Help track and schedule employee training and compliance requirements
- Assist with maintaining HR files and systems (HRIS exposure if available)

Projects & Strategic Work

- Contribute to updating job descriptions, policies, or employee resources
- Assist with employee engagement or wellness initiatives
- Support data tracking (hiring, retention, etc.) and basic reporting
- Participate in developing internal communications or culture initiatives

Learning & Development

- Attend HR meetings and training sessions
- Receive weekly mentorship and feedback from supervisor
- Complete a defined internship project and present outcomes (if applicable)

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community.
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel.

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 and 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

Physical Activities/Demands & Work Environment

- Stand, sit, walk regularly; lift occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents

- Lift and move objects weighing up to 35 pounds
- No adverse environmental conditions expected

Internship Structure

- Weekly supervisor check-ins
- Mid-term and final evaluations
- Defined project or deliverable aligned with department goals

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Intern Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.