



JOB DESCRIPTION

Position	Department	Reports to
Human Resources Intern	Administration	Human Resources Manager
Employment Status/Schedule	FLSA Status	Salary Level
Fall or Spring Semester, 8 – 16 hours/week	Unpaid	NA
Location	JD Number	Last Update
Gateway Center	12-05 Intern	11-1-25

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Human Resources Intern role supports the Human Resources Manager and managers as it relates to human resource activities within Gateway Mission.

Essential Duties & Responsibilities

- Assist the manager in HR functions:
 - Recruit, interview, select and hire candidates for approved hiring requests as outlined by policies and procedures
 - Conduct new hire onboarding and documentation
 - Schedule and document required training
 - Update job descriptions, employee handbook, benefits info
 - Update human resource policies and procedures as needed
 - Analyze hiring and termination data to support Strategic Goals for 2024-2026
 - Promote employee wellness initiatives
- Develop campaign to promote organization mission, vision, values
- Expand professional and technical knowledge by attending department team meetings and assigned training courses.

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

- 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 HRIS software preferred
- 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 and 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, Teams, HRIS/payroll software)

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

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 minim 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.