



People & Culture Internship (Weekdays between 9 am-5 pm)

Looking for students who are pursuing a 2 or 4-year degree in Human Resources or Business Administration.

Summary of Role: The Human Resources (HR) Intern will support the People and Culture team in delivering high-quality employee services that help advance Sojourner's mission. This role provides hands-on experience across a wide range of HR functions, including recruitment, onboarding, employee engagement, training support, wellness programming, and HR administration. The ideal candidate is detail-oriented, professional, and eager to learn how HR operates inside a mission-driven nonprofit environment.

Responsibilities and Tasks:

Recruitment & Onboarding

- Assist with posting job openings on job boards and Sojourner's website.
- Screen resumes and help schedule interviews.
- Support onboarding activities, including preparing new hire packets, assisting with orientation logistics, and ensuring timely completion of required paperwork.

HR Administration and Compliance Support

- Help draft HR communications, templates, forms, and standard operating procedures.
- Update and create welcome packets for new employees.
- Provide administrative support to HR leadership on various projects.
- Participate in special initiatives that improve HR processes and employee experience.
- Assist with ensuring HR documentation meets nonprofit, state, and federal compliance requirements.
- Support monitoring of background checks, credential verifications, and required certifications.

Employee Engagement, Culture, Training, & Development

- Support planning and coordination of meetings, trainings, recognition efforts, and wellness activities.
- Assist with employee wellness and culture events.
- Help track staff training requirements and completion status.
- Coordinate scheduling for internal or external training sessions.

Schedule: A minimum of 4-12 hours per week; Schedule is flexible Monday-Friday 9 am-5 pm

Required Experience:

- Currently pursuing a degree in Human Resources, Business Administration, Organizational Psychology, Nonprofit Management, or a related field.
- Strong attention to detail, organizational skills, and the ability to handle confidential information.
- Excellent written and verbal communication skills.
- Comfortable working with spreadsheets, documents, and databases; willingness to learn new systems.
- Interest in the nonprofit sector and commitment to Sojourner's mission.

Supervision and Learning Opportunities

- Intern will receive direct supervision and mentorship from the HR Administrator.
- Exposure to the full employee lifecycle within a nonprofit environment.
- Opportunities to attend departmental meetings, training sessions, and cross-team collaborations.