



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Join us and help transform lives!

Now Hiring:

Human Resources Intern

Unpaid Part-Time Temporary

The YMCA of Metropolitan Milwaukee is looking for an enthusiastic Human Resources Intern for the summer of 2018. Gain valuable experience in all aspects of human resources, including, but not limited to:

- Experience working in a professional office environment
- Develop an understanding of the recruitment process and how to identify qualified candidates
- Organize and maintain employee files
- Gain an understanding of the laws, policy & procedures, and confidentiality needed in HR
- Create and develop materials that will be used for training
- Work on various HR related projects
- Gain experience in maintaining a HRIS (Human Resources Information System) system
- Provide additional administrative support as needed

Wage:

Unpaid internship with ability to earn credit toward degree

Dates & Hours:

- Flexible Dates (May-August) depending on intern's availability
- Minimum of 20 hours per/week – More hours depending on availability

Qualifications:

- Recent graduate or current student working toward a degree in Human Resources
- Strong written and verbal communication skills
- Excellent organizational skills
- Detail-oriented and time management skills
- Willing to bring innovative and fresh ideas to the table
- Must be able to work in a team environment while possessing the ability to work autonomously
- Experience with Microsoft Office software products

Benefits:

- Free individual membership for duration of internship
- Letter of recommendation and Certificate of Completion upon satisfactory completion of the internship

Apply Online:

<https://apply.ymcamke.org>

Deadline:

April 15, 2018

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

**Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE**