



Summer Internship Program
May 26, 2020 - August 7, 2020
External Employer
Job Description

Employer: Providence House
Assignment Address: 2050 W. 32nd Street, Cleveland, OH 44113
Job Category (Select up to 2): Human Resources
Work Schedule/Hours: Flexible
Internship Duration: 10 Weeks
Internship Dates (Start/End): June 1, 2020 / August 7, 2020

Company Profile: (e.g., in one or two sentences, describe your business)

Providence House is one of the nation's oldest operating crisis nurseries among the 70+ in operation in the US and Canada today offering emergency shelter and care to children who are actively at risk for abuse and neglect due to family crisis. More than a shelter for at-risk children, the agency offers holistic services for children and their families including education, mentoring, case management and aftercare focused on family preservation.

Job Responsibilities: (e.g. functions and/or projects)

- Provide support to HR Department as needed
- Help to complete employee record audit to ensure compliance with federal, state, and local regulations
- Assist with hiring process by sourcing candidates and assisting with pre-employment process
- Aid in the launch of a new orientation process across the organization

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Major in Human Resources, Business or related field with some completed human resources coursework
- Proficient in Microsoft Office Suite
- Excellent communication skills and attention to detail

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Understanding of employment law as it relates to record retention
- Ability to think creatively and problem solve
- Maintain confidentiality and ethical conduct