



Internship description: Culture and Employee Relations Intern

northwest
youth services

organization information

Position Title: Culture and Employee Relations Intern

Location: Whatcom County

Reports to: Culture and Employee Relations Manager

Hours: flexible; approximately 15-18 hours per week

Wage Range: Unpaid, service-learning internship

Duration of Internship: TBD; paid position(s) are not guaranteed at the completion of an internship

Women, people of color, transgender individuals, alumni of foster care, those who have experienced youth homelessness and members of other underrepresented populations are strongly encouraged to apply.

Mission: At Northwest Youth Services, we affirm youth experience and autonomy, as we work together to foster collective healing and justice, in order to dismantle the systems of oppression that perpetuate youth homelessness.

Core Values:

Community – We promote interdependence and recognize that everybody needs a community to thrive. We know that we are stronger together.

Justice & Liberation - We believe that it is critical to acknowledge, name, and actively work to dismantle the historic systems and societal structures that fuel crisis and poverty.

Humanity - We work with respect and compassion for each other and believe that everyone deserves to belong: to be safe, heard, and valued.

Accountability – We believe that no one is done learning; as a community we hold each other to a high standard, and work to educate, grow and heal together.

Vision: Guided by our core values and commitment to becoming an Anti-Racist organization, Northwest Youth Services envisions a community in which all young people are seen as catalysts in creating a just and liberated society that supports each of our unique journeys through life.

internship mission

This internship contributes to NWYS's success by assisting with administrative duties within the CER pillar. The intern position is in place to provide a learning opportunity to the intern. However, the agency welcomes insights, thoughts, and areas of expertise from all levels within the agency.



learning objectives

This internship is in place to introduce someone to the human resources/people & culture field of work, and to provide entry level experience in the field. In the duration of the internship, the intern will become familiar with and learn about I-9's, W-4's, the orientation and onboarding process, performance reviews, staff appreciation, and common workplace policies and procedures. The intern will also be introduced to other resources to learn about the HR/people and culture field.

core competencies

To complete the internship successfully, the individual should demonstrate the following competencies:

Mission Focused: Incorporate mission into daily activities; communicate mission and interpret application for staff.

Learning Agility: Seeks to improve knowledge, skills, and abilities in related service areas. Accepts and is receptive to supervision, accepts direction and integrates feedback.

Self-Objectivity: Know personal strengths and limitations; open to and seeks feedback for self-improvement.

Change Agility: Able to embrace needed change; able to provide and implement feedback; effective in the face of ambiguity.

Composure: Respond calmly to stressful circumstances.

Integrity: Must be honest and take responsibility for actions.

High Standards: Model excellence; hold staff accountable for quality outcomes; require continuous improvement.

Active Listening: Ability to effectively work independently and in partnership with team members; ability to communicate effectively with youth and others.

Informal Communication: Clearly articulate information, opinions, and ideas.

Sensitivity: Communicates empathy and respect of individuals; ability to be appreciative of diversity.

Positive Impact: Have a passion for NWYS' mission and vision; display a positive attitude.

key responsibilities

- Assemble orientation and onboarding binders;
- Assemble and deliver staff appreciation gifts;
- Send out monthly reminders to past-due staff for completion of necessary certificates;
- Format annual review forms;
- Assist with preparations for all-staff meetings;
- Maintain strict professional confidentiality standards;
- Participate in learning opportunities;
- Read agency and CER materials; and
- Ask questions & take advantage of learning opportunities

qualifications

Minimum Qualifications:

- High school diploma or GED;



- Interest in starting a career in human resources/ people & culture field;
- Knowledge and understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities;
- Strong organizational skills, attention to detail and ability to prioritize multiple and varied tasks;
- Strong computer skills, with knowledge of Microsoft Office products;
- Commitment to confidentiality
- Detail oriented with strong organizational and time management skills;
- Requires proof of full COVID-19 vaccination (may consider accommodation for medical or religious reasons); and
- Requires background checks.

Preferred Qualifications:

- Actively enrolled in degree program for human resources, communication, or related field

Application Instructions: Please e-mail your resume, cover letter, and application (PDF found at <https://www.nwys.org/jobs>) to humanresources@nwys.org. In your cover letter please address your experience related to the position and list how you meet the required minimum and preferred qualifications. For more information about Northwest Youth Services please visit our website at <https://www.nwys.org>

Northwest Youth Services is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status.

