



# Human Resources Internship

## About Detroit PAL

The Detroit Police Athletic League is a private, nonprofit corporation that, in partnership with community volunteers and the Detroit Police Department, helps youth find their greatness through athletic and youth enrichment programs. The company is results-oriented, and driven by its values of Kids First, Strive for Excellence, Collaborative Environment and a Positive Work Environment.

## Key Responsibilities

- Work with directly with Chief Financial Officer, Staff Accountant and Director of Program Administration along with the Executive Leadership to support the resource needs and growth of Detroit PAL staff and interns.
- Update and implement Detroit PAL orientation and onboarding processes while continuing to support the staff and intern development in the culture of Detroit PAL.
- Assist with human resource needs including performance management, employee engagement, and payroll.
- Organize and support staff and intern training initiatives
- Work across the company on multi-departmental projects

## Desirable Credentials, Skills and Traits

- College sophomore, junior, senior, recent graduate or masters student in Human Resources, Business Administration, Organizational Psychology, or similar programs
- Exceptional project management skills
- Strong Initiative
- Ability to be work independently and in a team environment
- Outstanding attention to detail and organization
- Solid relationship skills with the ability to work well with a variety of professionals and business leaders
- Proficiency with MS Office and Google Suite Applications
- High standards for excellence in execution

## General Internship Objectives

- Understand the goals and objectives of the Detroit PAL and the projects being organized and run by staff and key partners
- Leadership perspective for managing people and key projects
- Gain a better understanding of the uniqueness of running youth development programs in an urban environment
- Develop skill sets for human resources work including onboarding, engagement, staff development, and maintaining culture
- Learn more about non-profits including community and corporate collaborations
- Develop an understanding of how interns support programs and administrative work at a non-profit

## Next Steps

This is an unpaid internship providing solid experience and meaningful responsibilities. To apply for the position email your resume and cover letter to **[intern@detroitpal.org](mailto:intern@detroitpal.org)**.

