



Corporation for Supportive Housing

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JOB ANNOUNCEMENT

HUMAN RESOURCES INTERN UNPAID

The Organization:

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its core services primarily through staff stationed in 13 states (Arizona, California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Oregon, Rhode Island and Texas) and the District of Columbia. CSH also reaches many other communities that request assistance from its National Program staff.

The Position:

CSH's Human Resources Internship is a tremendous opportunity to gain experience in the HR field through active participation in day-to-day activities as well as involvement in special projects, as needed. A candidate for this role should demonstrate his/her ability to learn and develop professionally within the HR Management function. CSH is seeking a candidate to work a minimum of 18 hours per week for a minimum of 6 weeks. The position may be extended into the spring semester.

Responsibilities:

Under the supervision on the Director of Human Resources, the intern will participate in a number of projects related to Human Resources Management including:

- Assisting with the new hire process
- Benefits processing
- Supporting the Performance evaluation process
- Record keeping and data entry
- Employee Job Descriptions
- Providing administrative support on various projects and departmental functions

Qualifications:

Candidates for this internship must meet the following qualifications:

- Currently pursuing a Bachelor Degree in Human Resources, Business Administration or related field.
- Have excellent written and verbal communication skills
- Ability to effectively interface with all levels of personnel and management.
- Strong attention to detail.
- Excellent customer service, organizational and time management skills.
- Demonstrate good judgment
- Ability to work in a team environment
- Proficiency in MS Word and Excel

To Apply:

Interested and qualified candidates should apply to:

jobs@csh.org

Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.