



Urban League of Broward County

Summer Internship Program

Job Description

Title: HR Intern

Classification: Intern (Unpaid)

Status: Temporary (June-August 2025)

Department: Human Resources

Supervisor: As Assigned

Revision Date: April 2025

Summer Internship Program Description:

Urban League of Broward County's Summer Internship Program (SIP) is a 10-week immersive unpaid internship program placing undergraduate and graduate students in placements working alongside program and administrative staff throughout the organization. In its first year, the SIP will host up to 12 students.

Interns will have the opportunity to work on a variety of projects that advance their department's work to better serve disenfranchised communities. In addition, interns will have several professional development opportunities throughout the summer. These include Senior Management Brown Bag Discussions and networking with the Young Professionals Network.

Essential Functions and Job Responsibilities

This individual will work closely with the Human Resources team, particularly the Volunteer/Internship Coordinator, to implement a solid volunteer and internship program for the Urban League. This position is a chance for the right person to expand their experience in aspects of volunteer management, human capital, human resources, and more.

- Assist Volunteer Coordinator with recruitment, orientation, and on-site management of volunteers for National Urban League Conference.
- Support staff in implementing year-round volunteer and internship programs, including outreach, database management, drafting emails, follow-up phone calls, etc.
- Research best practices in volunteer management; develop recommendations for improving Urban League's volunteer program.
- Assist in the implementation of the Summer Internship Program.
- Support Director of Human Resources and Training with special projects.
- Other duties as assigned by Supervisor.

Work Environment

This job is operated in a professional office environment, offsite venues and outside areas in various weather conditions. This role routinely uses standard office equipment such as computer, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; and walk.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time intern position. Please note the Urban League of Broward County will consider part-time (minimum 25 hours/week) applicants. Days and hours of work may vary; however, the company's business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

Job Specifications and Requirements

Urban League of Broward County seeks passionate, intelligent, and critical-thinking students with an interest in not-for-profit management and program delivery to join us. Qualifications include:

- Exceptional undergraduate and graduate students are invited to apply and must have a current minimum GPA of 3.0.
- Coursework in human resources, volunteer management, business, nonprofit management, marketing, hospitality, event planning, etc. preferred.
- In addition to academic success, the Urban League seeks individuals who are committed to making a difference in their community, exemplify leadership in both traditional and non-traditional ways, and are willing to work hard.

All applications are given equal rigor in the review process and are subject to the same standards of admission. Urban League of Broward County is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, age, handicap, religion, or sexual orientation.

Other

- Must have a valid Florida Driver License and/or reliable transportation to/from worksite.
- Must be able to pass a Level 2 criminal background check and drug screening.

Compensation

- This is an unpaid internship.
- Urban League will support applicants seeking college credit and/or participating in college-sponsored internship program.

Application Process

Please send cover letter, resume and a copy of your transcript (unofficial transcript is acceptable) to hiring@ulbcfl.org. Applications will be accepted on a rolling basis through June 1, 2025.