



HOW TO APPLY

All applicants **must submit** a Porchlight Employment Application. Porchlight Employment Applications can be found at <https://porchlightinc.org/careers/>.

Email your resume, cover letter, and application to hr@porchlightinc.org.

Or mail to:

Human Resources, Porchlight, Inc.
306 N. Brooks St.
Madison, WI 53715

ABOUT PORCHLIGHT

Porchlight strives to address homelessness in Dane County by providing shelter, housing, supportive services, and a sense of community in ways that empower residents and program participants to positively shape their lives. This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715
P: 608.257.2534
F: 608.257.2507

WWW.PORCHLIGHTINC.ORG

Title: Human Resources Support Intern (project-based)
Department: Human Resources
Primary Location: 306 North Brooks St, Madison
FLSA Status: Nonexempt
Employment Status: Part-time, temporary (will not exceed 80 hours)

Summary:

Under the supervision of the Director of Human Resources, this internship will complete a specific HR project. This internship will be responsible for scanning and creating digital employee files. This is a project-based internship beginning Monday, June 14, 2021.

Essential Duties:

- Work onsite 1x per week from 9 am – 5 pm with some virtual work possible.
- Scan existing paper employee records.
- Return paper files to in an organized manner.
- Extract scanned files and name scanned documents accordingly.
- Help create and maintain naming conventions.
- Other duties related to this project as assigned.

Essential Duties of Teamwork and Collaboration:

- Works in collaboration with program and all other agency staff to facilitate a team environment.
- Demonstrates and models effective communication skills in building relationships with all clients and employees.
- Creates good working relationships with other service providers.
- Participates in the development and implementation of Porchlight’s strategic plan.

Essential Duties of Porchlight Values and Culture:

- Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
- Helps to create an environment that values and appreciates diversity.
- Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
- Maintains strict confidentiality of all information.
- Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
- Conducts self within appropriate and expected professional boundaries and policies.
- Works with clients to eliminate barriers to shelter use.

Qualifications:

- A student pursuing a degree in human resources administration.
- Strong computer skills, including demonstrated experience with the Microsoft and Adobe Suite.
- An understanding of office equipment, such as a scanner and printer.
- Experience working with file systems, preferably in an office setting.
- Reliable transportation to arrive to work on time.
- Written communication to name and organize files, complete timesheets, and communicate with supervisor.
- Sincere respect for disadvantaged individuals.
- Team orientation with respect for others.
- High ethical standards.





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Physical Demands:

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Indoor environment: open office, shelter dormitories, facilities, etc.
- Outdoor environment: parking lot, grounds, on-site trailer, etc.
- Exposure to weather, extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration
- Sitting
- Standing, kneeling, walking
- Bending, stooping
- Reaching, pushing, pulling
- Climbing stairs
- Lifting, carrying up to 50 pounds
- Repetitive, fine hand, finger, and foot movements
- Typing/data entry to complete timesheets
- Talking, hearing, interacting with coworkers, vendors, participants
- Close vision
- Distance vision, field of vision, color/depth perception

Physical Qualifications:

- Seeing, hearing, speaking
- Reading, writing
- Basic English comprehension, written and oral communication
- Ability to lift 50+ pounds

This is project-based internship that will not exceed 80 hours and will pay \$13.00/hour. No benefits.

It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

