

**Interns
Wanted**

**City of Lansing
Human Relations and
Community Services (HRCS)
Department**



Joan Jackson Johnson, Ph.D., Director

**Looking for interns with an interest and skills in the
HUMAN AND COMMUNITY SERVICE FIELDS**

INITIAL INTERNSHIP IS VOLUNTARY WITH A POSSIBILITY OF COMPENSATION AFTER A PROBATIONARY PERIOD

The Human Relations and Community Services (HRCS) Department addresses basic human services needs and helps foster a community that embraces diversity, equity and nondiscrimination. Through a variety of programming and outside agency support, the Department strives to improve the quality of life for all Lansing citizens by addressing urgent community issues such as food insecurity, health care, affordable housing, homeless resolution, infant mortality, youth enrichment, and refugee resettlement.

Intern Experiences Will Include:

- ◆ **Citizen Assistance & Resolution**
- ◆ **Rapid Re-Housing Program Assistance**
- ◆ **General Office & Administrative Duties**
- ◆ **Familiarity with Customer Service and Telephone Etiquette**
- ◆ **Proficiency in Microsoft Word, Excel and Outlook is a must**
- ◆ **Proficiency in Microsoft Publisher helpful**

Applicants must possess a strong desire to work with the general public and assist citizens with human service needs. Capable of handling sensitive and confidential information. Have solid verbal and written communication skills. Must be able to perform general office duties such as filing and answering the telephone. Be able to conduct research and possess organizational skills.

Other: Scheduling is flexible and can be tailored to fit the needs of the intern. A minimum of 15 hours per week is required. Individuals must provide their own transportation, but complimentary parking will be provided. Internship is immediate with an unspecified ending date.

An Internship Application Disclosure (click the link: [to obtain an application](#)), letter of interest, resume and two letters of recommendation must be submitted. Permission to conduct a background check must also be granted. Your letter of interest should include your particular interest in an internship with HRCS, any special skills you may possess and the reason you should be considered. If considered, applicants will be notified by telephone or email to schedule an interview.