



Human Resources Intern | SOME (So Others Might Eat)

Position: Human Resources Intern

Location: Hybrid (Onsite 2 days a week/Remote), NE DC, 20019

Duration: Summer

Hours: 25 – 30 hours per week

Reports to: Director of Talent Acquisition, Human Resources Team

Compensation: Unpaid

About SOME: SOME (So Others Might Eat) is a nonprofit organization dedicated to supporting individuals experiencing homelessness and extreme poverty in Washington, D.C. We provide a range of services, including food, housing, healthcare, substance use treatment, and job training to help people transform their lives and achieve self-sufficiency. Interns play a key role in helping us fulfill our mission.

Position Overview: The Human Resources Internship at SOME (So Others Might Eat) provides an excellent opportunity for individuals looking to explore a career in Human Resources and develop a solid foundation in HR practices. As an intern, you will be fully integrated into the staff work and contribute to the overall success of the organization. The internship program provides valuable hands-on experience in various HR functions, enabling you to acquire practical skills and knowledge in the field.

Key Responsibilities

- Assist with event planning and coordination
- Create and scan personnel files
- Develop job descriptions
- Conduct audits and assist with compliance tasks
- Gain an introduction to HRIS (Human Resources Information Systems)
- Learn basic compensation practices
- Gain an understanding of benefits, compensation, leave management, and onboarding processes

Ideal Candidate:

- Applicants must be a current undergraduate college student participating in courses that require an internship for college credit with a GPA of 3.0 or higher
- Ability to commit to completing the entire semester
- Strong writing and interpersonal skills
- Own transportation to and from the assigned work site

Benefits of the Internship:

- Exposure to day-to-day HR operations (recruitment, onboarding, compliance, employee relations)
- Opportunity to apply classroom theory to real organizational challenges
- Increased confidence in navigating professional environments
- Helps students determine whether HR is the right career path
- Introduces multiple HR specialties (Talent Acquisition, HR Operations, DEI, Training, Compliance)
- Clarifies career interests before committing to graduate school or certification
- Students gain transferable skills, including professional communication (email, meetings, confidentiality), time management and prioritization, problem-solving and critical thinking, Data entry, documentation, and HRIS exposure

