

# Internship Role Description

for Eleven+ Scholar Applicants

**Name of Hosting Organization:**

Towards Employment

**Internship Role Title:**

HR Intern, Training and Development

**Industry Classification**

Nonprofit

**Internship Category**

HR

**Number of roles available:**

1

**Available to (select any that may apply)**

College Student

Graduate Students

**Work Location (select any that may apply)**

Flexible/hybrid- The role can be a combination of virtual and in-person-( Must be able to come into office location on agreed upon days)

**Internship Work Address:**

3301 Saint Clair Avenue, Cleveland, Ohio, 44114  
Cleveland, Ohio, 44114

**Many of applicants utilize public transportation. Is the work location accessible by public transportation?**

Yes, the work location is accessible by public transportation (Bus/Train)

**If you selected yes, the work location is accessible by public transportation please provide additional information such as what bus or train line is accessible to the work location**

Bus stop directly in front of office building.

**Mission of Hosting Organization**

**Mission/Purpose**

Towards Employment champions the potential of every person to succeed in a rewarding career while working to create an equitable and inclusive workforce for tomorrow.

We:

- Have 48 years of experience helping people find jobs, navigate life's obstacles, and secure long-term careers.
- Partner with businesses who trust TE to prepare new/current employees for success.
- Use rigorously evaluated programs to promote greater economic mobility and access to opportunity.

At Towards Employment, we envision a dynamic world of work where all people - regardless of race, justice system involvement, or where they live - have an opportunity to thrive.

**How does this internship role support the mission/purpose of the organization**

This HR Internship supports Towards Employment's mission of helping individuals achieve self-sufficiency through meaningful work.

By developing role-specific training programs, the intern will:

- Improve Employee Preparedness: Equip staff with the tools and knowledge to succeed in their roles, enhancing program delivery and outcomes.
- Boost Organizational Efficiency: Standardize training to align staff efforts with TE's mission and values.
- Foster Growth and Impact: Create a culture of continuous learning, strengthening TE's ability to serve the community effectively.
- Promote Core Values: Reflect TE's values of Hope, Justice, Collaboration, Ingenuity, Community, and Impact by supporting employee excellence and innovation.

In summary, the intern will help prepare TE's workforce to deliver high-quality, impactful services.

**What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team**

The HR intern will work collaboratively with HR along with all department leaders to understand training needs for each position within TE.

**Will there be additional networking opportunities within the organization for the intern to gain exposure to other roles and functions.**

Yes - As part of this project, the intern will engage with every role in the organization, working closely with leaders across all departments and frontline staff. This provides valuable insight into each position's responsibilities and operations.

**Anticipated Start Date** Tuesday, May 26, 2026

Tuesday, May 26, 2026

**Anticipated End Date** Saturday, August 1, 2026

## Total Number of Weeks for the internship:

**Total Number of hours per week the intern is expected to work:**

**Workday starts at: (start time or flexible)** 8:30am (flexible)

**Workday ends at: (start time or flexible)** 4:30pm (flexible)

## Host Organizations website:

<http://www.towardsemployment.org>

**Hiring Contact Name** Saundra Durdan

**Hiring Contact Email** [sdurda@towardsemployment.org](mailto:sdurda@towardsemployment.org)

## Internship Summary

Towards Employment is seeking a motivated and detail-oriented HR Intern, Training and Development Specialist to assist the HR Director in establishing position-specific training programs for all roles within the organization. The intern will play a critical role in enhancing the company's overall training and development initiatives by assisting the HR Director with creating structured, role-aligned training frameworks. This position offers hands-on experience in HR functions, training design, and organizational development, making it ideal for individuals passionate about making an impact through employee growth

and learning.

### **Essential Responsibilities of this role?**

- Collaborate with HR and department leaders to understand training needs for each position within TE.
- Research and work with the HR director to pinpoint position-specific training materials, including onboarding guides, manuals, and learning modules.
- Assist in standardizing training practices to align with TE's mission, core values, and operational goals.
- Support the design and implementation of evaluation tools to measure training effectiveness and identify areas for improvement.
- Help organize and document training schedules, resources, and materials.
- Participate in HR team meetings and contribute to strategic planning discussions related to training and development

### **Skill Development Opportunities**



### **Knowledge and skills required for this role**

- Currently pursuing or recently completed a degree in Human Resources, Organizational Development, Education, Business Administration, or a related field.
- Strong interest in training and development or organizational learning.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and collaboratively in a team environment.
- Creative problem-solving skills and a proactive mindset.

### **What does success look like for the intern at the end of the summer**

A successful HR internship at Towards Employment will involve collaborating with leaders and staff to understand role needs and partnering with the HR Director to outline training requirements for each position.

### **Other information**

The intern is expected to provide updates on current projects weekly, or as needed during working hours. The intern will be exposed to all positions within TE, along with all HR functions, and will play a key role in Towards Employment's Training and Development program.

**Prepared by:** Saundra Durda

**Date** Monday, January 26, 2026