



We are delighted you are considering an internship at Prairie Lakes Church! You can look forward to a challenging and rewarding year. Whether your passion is families, worship or administration, after spending a year with us, our goal is you will be more proficient with your skills, wiser as a leader and more mature as a follower of Christ.

Overview:

- You will be part of a cohort of 6-12 interns for the 2026-2027 academic year (August – May).
- You will be expected to invest a minimum of 10 hours per week during the semester.
- You will receive a stipend of \$1600 per semester.

Application Deadline: February 27, 2026

Specific questions may be directed to Human Resources
internships@prairielakeschurch.org.

HR Intern
Central Services

This intern will report to the HR Director.

Education, Experience and Skills Requirements:

- Pursuing a degree from a four-year college or university
- Exhibit evidence of a healthy and growing relationship with Christ
- Fully support the ministry philosophy of Prairie Lakes Church and its leadership team
- Possess strong administrative and communication skills
- Exhibit evidence of strong relational skills
- Demonstrated ability to maintain confidentiality required
- Possess a strong work ethic with a demonstrated ability to initiate and finish projects

Responsibilities:

- Lead organization-wide Human Resources initiatives, managing projects from start to finish
- Create onboarding training content for new employees, including onboarding tasks and staff culture training
- Create systems and a schedule for employee feedback
- Expand the reach of our open positions, marketing them through multiple channels
- Schedule and facilitate interviews for open positions
- Lead administrative tasks for the Human Resources department, including processing staff and volunteer background checks and maintaining the employee filing system

Development:

- Personalized leadership coaching & development meetings
- One-on-one mentoring
- Personalized StrengthsFinder coaching
- Exposure to PLC campuses
- Attend retreats as scheduled