



FSA Internship Program 2022 Internship Opportunities

Friends House Retirement Community

www.friendshouse.com

Overview:

Friends House Retirement Community is a faith-based non-profit retirement community that includes an affordable housing partnership on campus. It is unique among retirement communities in Maryland in that it is also a registered village – a neighborhood with internal and external supports designed aging-in-community.

From the tradition of the Religious Society of Friends (Quakers), Friends House holds the values of Friends known by the acronym SPICES: Simplicity, Peace and Non-violence, Integrity, Community, Equality, Stewardship, and Sustainability.

Friends have a practice of inclusion in decision making known as Sense of the Meeting. It is a practice of deep listening and discernment that is now recognized more in secular settings as being beneficial to solving problems in a group setting. At Friends House, we often hear the expression, “Nothing about us without us.” In that spirit, residents of Friends House contribute in significant ways to the life of the community, via their own 501C-3 non-profit, the Friends House Seniors Association.

Friends House is a 62 acre campus located at 17340 Quaker Lane, Sandy Spring, Maryland. Sandy Spring is a small town, rich in natural beauty and Quaker history. It is also mid-way between Washington, DC and Baltimore. It is a forty-five minute drive to downtown Baltimore and a forty-five minute drive to downtown, DC. There are lots of local restaurants, shops, museums and a world-class theatre within three miles of the campus.

Human Resources Internship

Description of Internship

The ideal candidate would be someone studying Psychology or Human Resources. They would benefit from this internship by gaining experience in implementing systems to bring Friends House Human Resources into the digital world, create Human resources systems and processes, and communicate new policies to Senior Staff and staff at large.

The intern would be supervised by the Director of Human Resources.

Educational Objectives and Project Goals

This intern will have the experience of creating a HR manual, develop a process to store vital records in the cloud, create an e-signature system and policy. Additionally he/she will create educational videos to help communicate to staff.

Also the HR Intern will monitor compliance audits, FMLA audits, PTO audits, health records, and assist with the payroll process. As well as conduct an Wage and Benefit Survey.

The HR Intern will assist in “Telling the story of Friends House Employees” in the newly revised website. They will prepare the benefit brochure, interview staff and produce videos telling their stories.

Describe Intern Living Conditions

Friends House has several vacant apartments. These apartments would be used for Intern Housing. Friends House housed interns will also be able to utilize the dining room.

Can this Internship go virtual if need be?

Unfortunately no, this internship is best experienced here on site. We test twice a week and have regular vaccination clinics.