

Outreach Dept.

Believers University | Internship Job Description

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| Status: | Part-time |
| Supervisor: | Communications Director |
| Internship: | 10 months |
| Work Week: | Sunday – Thursday |
| Hours: | 20 hrs per week |
| Compensation: | \$10/hr |
| Position: | Missionary Extraordinaire |

Mission:

To make Jesus #1, one person at a time

Vision:

Share the love of Jesus, in practical ways, with our local community and across the globe.

Staff Values:

- We pray like it depends on God, and work like it depends on us
- We are radically blessed when we radically give
- We lead others to *make Jesus #1*, by giving Him 1st place in our own lives
- We tackle “the worst” things first, keeping us organized and productive
- We celebrate wins, giving God the glory for who He is and what He is doing
- We make every effort to live at peace with everyone
- We recognize that effective communication leads to engagement

Key Attributes:

- Mature: Has a growing and vibrant relationship with Jesus Christ
- Honest: Can be trusted to do what they say and say what they mean
- Connect: Relationally connects well with different people
- Hungry: Takes ownership of the position doing more than what's expected
- Humble: Puts others first and isn't consumed with getting the credit

Bottomline:

Work directly with the communication director on all church graphics, social media presence, and website development.

Ministry Area Responsibilities:

- Accompanying potential volunteers on tours of partners they are interested in
- Assembling materials (Global team packets, outreach team gifts, SE and ministry projects)
- Celebrating team birthdays (sending cards)
- Creating signups on Planning Center Online)
- Keeping Outreach Board up to date with content, invites, photos and fun
- Maintaining project inventory and keeping numbers up to date in Trello
- Making donation deliveries
- Scheduling partner and member conversations
- Serving as Northern Suffolk Schools Liaison
- Sharing ideas and brainstorming with Outreach Director (who randomly burst into song and dance)
- Shopping (online for project materials)
- Tracking invites