| ***Job Description*** | | | |
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| **Job Title:** | Summer Intern | **Department:** |  |
| **Reports To:** | Department Director | **Effective Date:** | Sunday, May 7th |
| **Position Summary** | | | |
| As a Summer Intern, you will have the opportunity to continue hands-on experience and will work closely with ministry staff to support ongoing programs and initiatives. You will also have the opportunity to engage with church members and participate in church events and activities. | | | |
| **Job Responsibilities & Duties** | | | |
| * Assist with planning and executing events and activities for your specific department * Participate in ministry team meetings and contribute ideas and feedback * Assist with administrative tasks * Other duties as assigned | | | |
| **Supervisory Responsibilities** | | | |
| * None | | | |
| **Anticipated Time Commitment** | | | |
| * 15-20 hours a week | | | |
| **Education and Experience** | | | |
| * High school degree or GED | | | |
| **Required Skills/Abilities** | | | |
| * Asana, Planning Center, Microsoft Office, Google Apps | | | |
| **General Expectations** | | | |
| * Attend Tuesday prayer * Attend Wednesday prayer/youth * Attend all church wide events * “Attend one, serve one” mentality for Sundays | | | |
| **FLSA Status: *(HR use only)*** | | | |