



WORLD MISSIONS INTERN First Presbyterian World Missions

I. Intern Job Summary

The Intern provides support to the various ministry areas of World Missions and serves as a support and resource to the Pastor of Missions and the Executive Assistant.

II. Reporting Relationships

The Intern reports to the Pastor of World Missions and Executive Assistant.

III. Personal Commitments

1. Committed follower of Jesus Christ
2. Committed to exploring the spiritual gifts of serving, help, and administration
3. Committed to the success of the ministry of World Missions and the position of Pastor of Missions

IV. Intern Duties and Responsibilities

- a. Assist and support the Staff of World Missions and its events.
- b. Desire to spread the Gospel around the globe.
- c. Participate in the weekly events (e.g. discipleship group, visit Salvation Army, visit to homeless camps, help with 1st Pres VBS, youth missions and more.)

V. Requirement and Qualifications

- a. Must apply online and be interviewed with Pastor of Missions.
- b. The candidate for the position of World Missions Intern must use Church database.
- c. Knowledge of basic office equipment is required.
- d. Interns should be flexible to attend, and be available, for some special events or church ministries.
- e. Background check is required.
- f. Report before the end of the internship to the Executive Committee in person or video. (Meeting usually afterhours)

VI. Required Skills/Abilities

- a. Ability to work with a cross-section of people and personalities in diverse cultural contexts while maintaining an attitude of service and cooperation.
- b. Ability to handle confidential material and respect security concerns.
- c. Organized; task- and detail-oriented.
- d. Proficient computer skills.
- e. Ability to work independently and manage multiple priorities within limited time constraints.

VII. Benefits

- a. Missions trip (discipleship in group, and assistance in acquiring passport if not yet secured)

VIII. Schedule/Duration

- Part time position (15 - 29 hours per week)
- From June - August
- \$15/hour