

Events and Volunteer Communication Intern, Summer 2021 (unpaid)

Reports to Volunteer Administrator and Events Coordinator
15-25 Hours Weekly Depending on Workload



JOB DESCRIPTION

This intern will work on our Development Department to promote the volunteer program as well as the upcoming fundraising events for Miracle Hill Ministries. Primary responsibilities will be administrative and heavily communicative. The intern will have the opportunity to learn more about the ministry through attending meetings, visiting various thrift store and shelter locations, and other tasks as assigned.

QUALIFICATIONS

1. Must be a disciple of Jesus Christ (view and sign Doctrinal Statement).
2. Excellent written, verbal, and organizational skills. Punctuality and graciousness are key!
3. Ability to learn the volunteer software program, Get Connected.
4. Self-starter and independent worker.
5. Flexibility in schedule to work with volunteers and on event preparation

OUTLINE

Onboarding / Introductory Tasks

- 1) Attend a New Employee Orientation (NEO) session.
- 2) Review the Miracle Hill website and volunteer website.

Ongoing Tasks Include

1. Create Miracle Hill volunteer newsletter through research, organization, and development of materials
2. Configure best method for sending volunteer newsletter to engaged volunteers throughout ministry.
3. Assist members of the Development Team with completing tasks that help the ministry grow and educate others
4. Communications related to Kids Ninja Event
 - a. Fundraising emails sent to the kids/kids' parents encouraging them to fundraise
 - b. Facebook promo posts
 - c. Sponsor recognitions on social media
 - d. Add event to community calendars
5. Spearhead fundraising
 - a. Keep track of how much kids have fundraised
 - b. Mail out fundraising packet when a kid registers for the event
 - c. Ensure that we have enough fundraising prizes for the kids to get what they have earned

6. Connect with volunteers who sign up to serve at the event and ensure that they are aware of their responsibilities and details of event day
7. Other duties as assigned for the completion of projects.

PROFESSIONAL SKILLS YOU WILL ATTAIN

1. Understanding of the value of non-profit partnerships with local donors and volunteers.
2. How to work confidently as a team member to achieve collective goals.
3. Understanding of career opportunities in the non-profit sector.
4. Better understanding of the complex systematic and personal issues of homelessness.
5. Fundraising, communication, and interpersonal skills.

INTERNSHIP AGREEMENT: I certify that all information I have provided in order to apply for the internship program through Miracle Hill Ministries is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to immediately discharge me from service, whenever it is discovered. I agree to comply with Miracle Hill policies and procedures and to fulfill my responsibilities as outlined in the internship job description and as required by my college/university. I understand that I am free to resign at any time, with or without prior notice, and Miracle Hill Ministries reserves the same right to terminate my internship at any time, with or without cause and without prior notice. I certify that I have read, fully understand and accept all terms of the Miracle Hill Ministries Internship Agreement.

Intern Signature _____

Miracle Hill Ministries Supervisor Signature _____

Date _____