



Foster Care Administrative Assistant Intern

Reports To the Foster Care Administrative Assistant
Minimum of 8 hours/week. Maximum of 15 hours/week.
Summer 2021

Summary / Purpose of Position: To provide all needed support to our foster care department at Miracle Hill Administrative offices; to support foster care staff in general as you can.

Essential Duties and Responsibilities:

- Administrative support
 - Computer input and research
 - Filing and maintaining file rooms
 - Uploading and copying of documents
 - Organize donations when received
 - Assisting with mailouts
 - Perform other duties or activities as directed by the Executive Assistant

Qualifications:

- Must be a disciple of Jesus Christ (view and sign Doctrinal Statement).
- Excellent people skills and skilled in building relationships.
- Proficient in Word, Excel, PowerPoint, and Outlook
- Proficient in electronic filing for documents

Professional skills you will attain:

- Organizational and administrative skills
- How to work confidently as a team member to achieve collective goals
- Understanding of career opportunities in the non-profit sector
- Better understanding of the complex systematic and personal issues of child welfare

INTERNSHIP AGREEMENT: I certify that all information I have provided 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_____