



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Global Outreach Intern

The Global Outreach Intern (GO) at Princeton Alliance Church (PAC) is interested in pursuing a career with an emphasis on global missions. He or she is part of the Midweek Ministries Team that looks to help each individual take one step closer to Jesus.

As part of his or her duties, the GO Intern helps execute the weekly ministry coordination workflow. You will learn project management, time management, problem solving, and long term development. The individual provides aptitude and/or interest in the following areas:

Requirements

- A college/university student who intends on pursuing missions work, community service, non-profit or social work. (This could be an area of interest or potential desire, but is interested in serving those who are in need.)
- Proficient in Microsoft Office, Google Docs, and Google Drive

Key Responsibilities

- Short-term ongoing projects:
 1. Project Management & Organization
 - a. Finish all devotional books
 - b. Prep send off packages for teams going out
- Long-term Goals:
 1. As you watch how GO & Care ministry works – dream, think, give input and feedback with solutions
 2. Project Management
 - a. Missions project of your choosing (i.e. integral in the planning of a trip, or a Care ministry project)
 3. Camp – Responsibility for the Global Outreach room
 - a. Design, décor, project, etc...
 - b. Speakers, volunteers
 4. Organization
 - a. Understanding the pathway for care at PAC and helping that process
 5. Problem Solving
 - a. Evaluate the impact the devotional books have on people/teams
 - b. Gathering stories of impact from the trips

Global Outreach Trip

- Value of a Short-term Mission—Short-term missions provide opportunities to exercise the spiritual gifts of mercy, compassion, and leadership (among many others), and these gifts are foundational to ministry. As such, the Intern can choose to participate in one of three short-term missions offered this summer as part of this internship.

Communication/ Coordination

- Communicate with the Ministry Leader regarding victories and challenges
- Consistently contribute to the regular meetings and discussions
- Practice timely, complete, and confidential communication
- Use professional language in all forms of communications including emails

Team Development

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development by participating in the weekly Intern Cohort
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Ministry Leader regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to "self-start" (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Intern also participates in regular staff development activities, such as weekly staff prayer and bi-weekly staff meetings. Weekly Sunday attendance at Princeton Alliance Church is required.