



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

He Cares We Care (HCWC) Intern

The He Cares We Care (HCWC) Intern at Princeton Alliance Church (PAC) is part of a three-person team which is committed to bringing hope to families in need. The ideal candidate will assist with the care of our clients through our various programs, help us develop initiatives that will benefit our clients, and provide feedback as we assess existing and potential ministry programs.

After spending their summer with PAC, the HCWC intern will leave with practical skills in: office procedures, customer service, event planning, time management, project management, problem-solving, and long-term planning. Personal/Spiritual growth can be seen through greater empathy for those in need, the ability to communicate firmly but with respect and care, learning how to identify opportunities to share one's faith and to pray in the moment. The individual provides aptitude and/or interest in the following areas:

Requirements

- A college/university student interested in pursuing a career with an emphasis on social work, non-profit work, or a similar professional discipline
- A heart for service
- Proficient in Microsoft Office, Google Docs, and Google Drive
- A bilingual ability in Spanish is highly preferred

Key Responsibilities

- Administrative Assistance – Answer phones, process daily inquiries and requests, reserve resources for events and activities, support and champion the HCWC volunteer culture
- Pantry Support – Place food orders, assist with the requalification process, and streamline The Pantry processes
- Client Support – Document existing processes, gather recommendations from other churches that offer benevolence services, research grants, research financial subsidy programs, observe client intakes to understand financial support process, assist in the planning of Life Skills Workshops
- Cars Ministry Support – Research grants, ensure CARS ministry information provided to the public via the PAC website and print materials is current and accurate
- Event Support – Provide assistance with the annual “Start School Sharp” back-to-school event (i.e., invitations, RSVP tracking, event planning and coordination)

Short-/Medium-/Long-term Goals for the Internship

- Short-term project: Read the HCWC volunteer manual and become familiar with office procedures, phone etiquette, and scope of the ministry.
- Medium-term project: Plan the “Christmas in July” Life Skills Workshop (7/9/18) – researching saving tips to help clients get a jump start on Christmas budgeting, researching simple DIY gifts to stretch client’s gift-giving dollars, planning the menu, shopping for décor, and setting up the event.
- Long-term project: “Start School Sharp” event held at the end of August. The intern(s) will be responsible for sending out invitations, collecting pertinent client data to help create kiosk marketing of the event, research potential community partners for donations of goods, order food, create setup schematic, plan activities for picnic.

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.