

Title: Missions Ministry Intern

Department: Missions

Reports To: Dan Edwards, Staff Minister

Status: Intern

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all skills, responsibilities, and duties required of the position.

Position Summary

Assist in the development, organization, and planning of various missions and outreach events. Create new ways to inspire the body of Christ to get involved in missions, and implement training to equip believers for global evangelism.

Responsibilities and Duties

- Assist with planning, coordinating, organizing, and developing mission trips, outreaches, and training.
- Research mission organizations to obtain information for possible future involvement.
- Contact other churches that are active in missions work and discuss their methods.
- Use information gained from research to create new ideas for outreaches and provide new contacts and/or locations for future mission trips.

Qualification Requirements

- A heart to reach the lost and make disciples of all nations.
- Experience with Microsoft Word, Excel, and internet research.
- Strong communication skills.
- An understanding of the biblical mandate for missions, and able to clearly communicate the gospel.
- Creativity, and critical thinking skills.
- Must have a valid passport if attending mission trips outside of the U.S.

Education

Must be a recent graduate or currently enrolled at least part-time as a college or university student majoring in Biblical Studies, Christian Ministries, Missions, Evangelism, or a program of similar nature.

Time Commitment

10 to 15 hours per week, per semester.

Benefits

- School credit according to college or university standards.
- Experience in a non-profit work environment.
- Involvement with coordinating and planning outreaches and missions trips that will have a global impact.
- Exposure to new locations of ministry and ability to see the spiritual needs of those in other cultures.

Contact

Karina Rosales

Internship Program Director

karinar@calvaryccv.org

909-464-8255 ext. 272