



## Reports To

Executive Director  
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## Purpose

Learn how to serve the under-resourced in our community using a holistic approach by providing assistance with phone intakes, organizing data, scheduling appointments, and delivering goods. If available, interns also participate in class registration, transportation, attendance, and preparing our learning environment for our participants at Begin Now.

## Responsibilities

1. Attend a Love INC orientation
2. Answer incoming reception calls and listen compassionately to callers
3. Input data into Apricot database as needed including reception slips, soft data, and church referrals
4. Gather and record vital information regarding clients expressed needs and root causes during intakes
5. Verify all information relevant to meeting the client need
6. Conduct follow-up calls to clients as needed
7. Deliver goods to clients, as needed
8. Schedule appointments for clients at our partner churches
9. Sort and organize donations, as needed
10. Conduct registration and follow up calls to potential Begin Now participants
11. Provide transportation for Begin Now clients, if available
12. Assist with Begin Now set up/tear down each week, if available
13. Greet Begin Now participants and volunteers and check homework, if available
14. Maintain client confidentiality
15. Maintain accurate client records
16. Assist with meetings and event planning
17. Be an ambassador in the community
18. Other duties as assigned

## Qualifications

1. Personal relationship with Jesus Christ and agreement with the Apostles' Creed.
2. Discernment, non-judgmental attitude and the ability to listen, empathize and accept others
3. Healthy, professional boundaries
4. Good telephone and communication skills
5. Ability to work independently and cooperatively
6. Detail-oriented
7. Reliable and dependable
8. Proficient with Microsoft Office and Google products