



## **Full-Time Intern Job Description**

### **Reports To**

Transformation Coordinator (TC) Day to Day

Sick - Contact Executive Director or group text to all

### **Mission & Vision of Love INC of the Cedar Valley**

Mission: We mobilize local churches to transform lives and communities In the Name of Christ

Vision: Love INC of the Cedar Valley connects God's Church with neighbors in need to take one step forward through thriving relationships and transformation.

### **Purpose**

Learn how to serve the under-resourced in our community using a holistic approach. Interns will assist in our Connection Center ministry through coordinating and meeting basic needs for neighbors in the Cedar Valley using the resources of 43 church partners. Interns will assist in our Transformation ministry (Begin Now) which involves class registration, transportation, attendance, and preparing our learning environment for our participants. Interns will be involved in event and project planning to include fundraising, community outreach, and volunteer training. Interns will assist in preparing grant proposals and budgeting.

### **Responsibilities May Include**

1. Attend a Love INC orientation
2. Answer incoming calls and listen compassionately to neighbors in need
3. Gather and record vital information regarding neighbors in need
4. Verify all information relevant to meeting the neighbor in need
5. Conduct follow-up calls
6. Deliver goods to neighbors in need
7. Schedule appointments with our partner churches
8. Sort and organize donations, as needed
9. Assist with documenting prayer requests
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. Open to exploring matters of faith and learning to lead in a faith-based nonprofit environment
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 Google Suite, and Microsoft Office