

**POSITION TITLE:** Intern, Business Administration

**INTERN NAME:**

**DATE:**

**DIRECT REPORT:**

**SENIOR DIRECTOR:**

Position Responsibilities	Experiences/Trainings to Complete	Due Date
<ul style="list-style-type: none"> <li>Attend All-Staff Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Develop weekly schedule</li> <li>Continue Develop a time management and task system</li> <li>Help develop the details of a new project, communicate the necessary details and bring others along with the change</li> </ul>	
<ul style="list-style-type: none"> <li>Gain a full understanding of these business operations</li> </ul>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Assist count time on Monday mornings</li> <li>Observe accounts payable process</li> <li>Budgeting process/questions</li> <li>Monthly financial reports in quickbooks</li> </ul> <p><b>Data</b></p> <ul style="list-style-type: none"> <li>How numbers influence decisions</li> <li>What are numbers telling us: trends</li> <li>What are we expecting: projections</li> </ul> <p><b>Procurement/Purchasing/Logistics</b></p> <ul style="list-style-type: none"> <li>Purchasing, ordering and delivery</li> </ul> <p><b>IT</b></p> <ul style="list-style-type: none"> <li>Understand how the church leverages IT</li> </ul> <p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>Policies and procedures</li> <li>Onboarding/off-boarding employees</li> <li>Payroll process</li> </ul>	