

POSITION TITLE: Intern, Business Administration

INTERN NAME:

DATE:

SUPERVISOR:

SENIOR DIRECTOR:

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