

INTERN

ROLE DESCRIPTION

MINISTRY TEAM: BUSINESS ADMINISTRATION
CAMPUS OR MINISTRY TEAM: CENTRAL

MINISTRY EXPERIENCE SUMMARY

The Business Administration Intern will serve on the Central Support Ministry Services Team supporting our mission to introduce people to Jesus and the life-changing adventure with him. They will have the opportunity to gain experience in the business operations/administration of the church focusing around Finance but also including IT, HR, Data, Facilities, Logistics and/or Procurement.

MINISTRY EXPERIENCES:

- Attend all-staff meetings
- Gain a full understanding of these business operations and execute per your supervisor's guidance
 - o Finance: Receivables, Payables, Monthly Reports
 - o IT: Understanding how the church leverages IT
 - o Data: Church use of data in decision making
 - o HR: Church's care of it's most important resources, it's employees
 - o Facilities: Creating excellent environments to support ministry
 - o Procurement/Logistics: Purchasing, ordering and delivery of supplies to our various locations
- Complete all requirements of the Internship Program
- Complete any additional requirements assigned by the Supervisor or Internship Director