

New Life Fellowship – Job Description

Job Title: Ministry Intern

Department: Administrative

Status: Volunteer/Paid staff position

Date Updated: June 2019

Reports To: Administrative Team

Approval: Administrative Team

Length of Service: Minimum 3 month commitment

Role: This position is responsible for helping to carry out projects, events and multi-department ministry efforts related to youth/young adults and volunteer engagement. It encompasses working with department leaders/volunteers, people in the congregation and others in the community to implement the vision of NLF. Interns will gain hands-on ministry experience through interactions with various leaders and staff.

Responsibilities:

1. Sr. High & Young Adults
 - Coordinate/Lead an event on church property 1x/quarter
 - Partner with an organization geared towards youth to share the good news
 - Invite 12 people/month to attend a Sunday service
 - Invite 12 people/month to attend the planned quarterly event
 - Primary measurement: increase in average # of youth/young adult attendance
2. Social Media
 - Create posts 2-3x/day for various social media outlets
 - Ensure that media-related info is updated and current
 - Create/post videos before and after events
 - Engage with other NLF-approved influencers
 - Create videos of testimonies, monthly departmental highlights and ministry results
 - Primary measurement: increase post engagement and total social media followers
3. Volunteer Engagement
 - Through interaction with NLF attendees and recruiting...
 - ...increase # of volunteers serving at each event
 - ...decrease # of volunteer vacancies
 - ...increase # people who complete the Live class
 - ...increase # people attending Vision Nights (volunteer recognition/training events)
 - Primary measurement: # active volunteers/avg service attendance

Requirements:

- At least 16-years of age
- Born-again Christian (Spirit-led life evidenced by the fruit of the Holy Spirit)
- Student Ministry background checks/clearances
- Project management and communication skills desired
- Faithful, Able, Teachable

Time Commitment:

- This is a part-time position (up to 20 hrs/wk), including:
 - Meet with Admin Team representative 2x/month for 1-2 hours
 - At least 1 day per week on-site office hours at the church (with admin staff)

Defining the Wins:

Successful fulfillment of this job description will result in: NLF ministry activities being completed in a timely and excellent manner and an increase in individuals involved with carrying out the vision of NLF.