

INTERNSHIP COORDINATOR

GENERAL DESCRIPTION

Provide assistance to the Intern Director by being the primary contact for interns, potential interns and intern coaches, helping them with all administrative and logistical processes throughout the internship program.

Classification: Non-Exempt; Hourly // **Status:** Part Time (Up to 20 Hours/Week) // **Team:** Next Gen // **Supervisor:** Jeff Larson

WORK SCHEDULE

- Monday – Tuesday 9:00am – 2:00pm
- Wednesday 9:00am – 1:00pm
- Thursday 10:00am - 4:00pm

ESSENTIAL DUTIES & RESPONSIBILITIES

- Support and participate in the overall mission of the church.
- Provide information by answering questions, responding to inquiries from potential applicants, setting up interviews.
- Primary support for the Interns and Intern Coaches during the Internship.
- Track the Intern budget and submit expense reports each month.
- Submit Background checks for accepted applicants.
- Set up semester classes/calendars/reminders.
- Onboarding and Offboarding processes.
- Attend Intern classes on Thursday from 2:00pm – 4:00pm.
- Set up and attend Welcome Intern Dinner.
- Create events in Church database (Church Community Building).
- Support Intern Director in other various tasks.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Proficient with computers, including Internet, Email, Microsoft Office
- High School Diploma or GED
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Experience with the following computer programs: Concur, Excel, CCB.
- At least 2 years of administrative or coordinator experience.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 15 pounds).

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case by case basis with Lead Team approval);
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.