

MINISTRY

INTERNSHIP

Operations/Admin. Ministry Intern Job Description

I. Role Summary

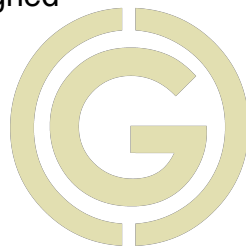
The Operations and Administration Ministry Intern will assist the Administrative staff in supportive needs in creating environments that guide people in relationship with Jesus and each other. Interns will assist in organization, training, coordination, and creative thinking to support the ongoing ministries of Grace Collective Church.

II. Qualifications

- Passionately pursuing a deep relationship with Jesus.
- Demonstrate skill in organization, administrative and clerical support.
- Desire to connect people and build relationships.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Basic understanding of data entry, and clerical software.

III. Duties & Responsibilities

- Assist and support in areas of hospitality (Host table, parking team, resources, and greeters)
- Process incoming weekly connection cards in the church database
- Perform a variety of administrative duties, which may include composing outgoing mail and correspondence, analyzing incoming mail and preparing for review, copying, organizing and maintaining file system
- Assist in training future leaders/volunteers in the areas of hospitality
- Work with other interns and ministry teams to carry out the vision of GCC.
- Serve as needed for special events
- As possible, assist in recruiting and training new Worship Ministry volunteers
- Other duties as assigned



GRACE COLLECTIVE
CHURCH