

**Intern Coordinator**

1. **Purpose of the Job:**

The Intern Coordinator uses independent analysis and judgement to develop, coordinate, and supervise complex and varied administrative tasks in order to provide exemplary career services to the campus community. The position encompasses two distinct areas of responsibility: Internship development and coordination, employer relations and student/academic department relations.

1. **Experience and Knowledge Required:**
   * Bachelor’s Degree or equivalent in field of (one or more) business, marketing, psychology, communication, public relations or related major
   * Possess experience in collegiate environment to understand academic culture and ability to interact effectively with faculty, staff, students, parents and administrators
   * Experience in experiential education, career advising, presentations and public speaking
   * Strong leadership and team building skills
   * Must be a self-starter with strong analytical and problem-solving skills
   * Vast understanding of the vision, structure and systems related to Worship at Vineyard Church
   * Exceptional organization, communication, verbal, interpersonal skills and commitment to cultural diversity
   * Ability to work with minimal supervision and handle multiple projects effectively
   * Proficiency in Excel, Word, PowerPoint, and Gmail
   * Ability to learn and use Church Community Builder (CCB) software, Wufoo (survey platform), Church, Planning Center Online (PCO) software, and Basecamp (Project Management System)
   * Willingness to work after hours or on weekends when needed
   * Exceptional work ethic and commitment to excellence
   * Must exhibit excellent oral and written communication skills
   * Ability to respect confidentiality and ethical boundaries with regard to guidelines, supervision and professional consultation
   * Ability to respond professionally to common inquires and/or complaints from students or staff
2. **Essential Functions and Responsibilities:**
   * Provide leadership in the development and implementation of a viable internship program
   * Develop and revise internship policies and procedures
   * Plan and conduct internship workshops and information programs
   * Develop an internship manual and promotional material and updates as needed
   * Assess the effectiveness of internship programs
   * Assist in marketing the services and programs through developing appropriate materials
   * Excellent time management, problem-solving, and organizational skills
   * Personal initiative and resourcefulness; ability to act and resolve needs independently
   * Participate in the musical production of all Vineyards services and special events
3. **Other Duties and Responsibilities:**
   * Available during non-business hours for emergency work
   * All other duties as assigned
4. **Employee’s possess and exhibit the following core values in their daily lives:**
   * Love for God
   * Love for People
   * Work Ethic that is excellent, protective and frugal with time and money
   * Attitude of a servant, enjoyable to be with and devoted to the call of God and the Church
   * Positive attitude
   * Heart of a servant
   * Fun/enjoyable
   * Loyal
   * Share Vineyards vision to fulfill the Great Commission with integrity and passion
   * High capacity multi-task individual comfortable working independently without constant supervision
   * Strong written / oral communication and interpersonal skills
   * Highly self-motivated and directed
   * Ability to effectively prioritize and execute tasks in a high-pressure environment

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Report’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_