



COORDINATE

OVERVIEW

This internship is perfect for those who want to support a ministry with strong administrative skills.

POTENTIAL TASKS & PROJECTS

Here are a few potential tasks and projects for the internship. Actual tasks and projects will be determined based on skills, interests, and availability. This internship will be what you make it! We are open to considering any tasks or projects you would like to engage in during your internship.

1. Calendar and email management
2. Digital and/or physical file organization
3. Social media engagement
4. Research for blog posts, podcasts, or video shows
5. Engage with special virtual or in-person projects as assigned
6. Edit documents
7. Provide administrative support for the team

OBJECTIVES

This role will provide general support to Chrystal and her team. It is designed for the woman who believes she is a great fit for this internship but doesn't see any of the other positions listed as a fit. Awesome for a person who is a generalist, jack of all trades, and a girl who just wants to help!

Upon completing this internship, the intern will have:

1. Learned to identify and target the needs of women from different walks of life through research, observation, and interaction.
2. Developed her skills and talents while serving women in a ministry context.
3. Supported the needs of the ministry.

Learning objectives for interns are not limited to what is listed above. Roles and responsibilities will be tailored to the specific tools, talents, and interests of each intern.

EXPECTATIONS

As an intern, you are a valuable asset to our team!! We want you to take advantage of the opportunity to refine your skills in a safe place. Our team is committed to providing training and constructive feedback to enhance your skills. But we also want to hear from you! Your voice matters and as an intern, we want you to know we value what you have to offer. For that reason, we have put these expectations in place:

- Commit to 10 hours per week. At least half of those hours should include daytime availability.
- Attend the team retreat, February 19-22 in Dallas, TX (Mandatory)
- Participate in a virtual weekly team meeting each Tuesday at 7:00 AM CST.
- Contribute to team brainstorming and goal setting.
- Serve at The Sister Circle Retreat, October 2020 in Tyler, TX (Preferred)

SOUND LIKE THE PERFECT FIT FOR YOU?!

[CLICK HERE](#) to fill out the application.

For questions about this role or to apply, contact Monique Jennings at monique@chrystalevanshurst.com