



**Job Title:** Internship Program Coordinator  
**Department:** Mobilization  
**Reports To:** Jenny Bolinger, Candidate Manager  
**Staff Name:** TBD  
**FLSA Status:** Non-exempt  
**Prepared By:** Jenny Bolinger & Jordan Bayer  
**Prepared Date:** January 26, 2025  
**Approved By:** Tim Ponzani  
**Approved Date:** February 13, 2025

## ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 170 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

## SUMMARY

The Internship Program Coordinator will help fulfill the mission and vision of Converge International Ministries by administering our [IM]PACT Global Missions Service Internship program. The internship program is designed to be an on-ramp for new global workers through a strategic internship experience within our initiatives. In accordance with our mission to help people meet, know, and follow Jesus by starting and strengthening churches together worldwide, this person must believe in our vision, live a life modeling a vibrant walk with Christ and hold to our Affirmation of Faith.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Collaborate with the Mobilization Team and other International Ministries teams to lead the strategic planning and development of the internship program.
- Manage applications, interviews, and onboarding for all interns.
- Manage training content in coordination with the Director of Mobilization and facilitate training events.

- Coordinate all aspects of the internship, including but not limited to budget creation, ticket purchasing, tracking received funds, expense reporting, intern arrival preparation, etc.
- Facilitate effective, thorough, and timely communication between all stakeholders of the internship program by coordinating communications, responding to emails, and interfacing with internal and external clients.
- Manage the internship program's social media presence, which will include creating and curating high-quality, engaging content that aligns with the brand voice and resonates with the target audience. Engage with the online community, respond to comments and messages in a timely and professional manner, and stay up to date with the latest social media trends and best practices.
- Schedule and lead the debriefing process for interns returning from the field to ensure healthy reentry to their home culture and initial steps for processing their experience in their host culture.
- Function as one of the Converge representatives to cultivate partnerships at Christian colleges and universities.
- Work in collaboration with all Converge teams to further the vision and mission of the organization.

## Skills and Competencies

- **Organizational Skills:** Excellent organizational and project management skills to handle multiple tasks and responsibilities
- **Communication Skills:** Strong written and verbal communication skills to effectively interact with interns, initiative leaders, and external partners
- **Interpersonal Skills:** Ability to build and maintain relationships with interns, colleagues, and external partners
- **Problem-Solving Skills:** Ability to troubleshoot and resolve issues that may arise during the internship program
- **Technical Skills:** Proficiency in Microsoft Office, proficiency in social media platforms and tools and familiarity with learning management systems.
- **Knowledge**
  - Understanding of current trends and best practices in internship program management

- Knowledge of social media trends and best practices. Staying updated with the latest trends to keep content relevant and effective.
- Familiarity with relevant laws and regulations for internship programs
- **Personal Attribute**
  - Detail-oriented with a strong attention to detail
  - Proactive and able to work independently as well as part of a team

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and have complete familiarity with computer functions. This position may be required to use other software as technology changes. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) from a four-year college or university is preferred; or five or more years related experience and/or training; or an equivalent combination of education and experience.

- At least 2 years of experience in student services, program coordination, or a related field
- Experience working with college students or managing internship programs is highly desirable

### **SUPERVISORY RESPONSIBILITIES**

Responsibilities may involve building a team of volunteers, including interviewing, training, directing outcomes and objectives, collaborative planning, and evaluation/reward of the volunteers.

### **LANGUAGE SKILLS**

Has a high efficiency in the English language, including the ability to write with a professional level of grammar. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Demonstrates great ability with communication including diplomacy and discernment. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present



information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to perform basic mathematical operations using units of American money and weight measurement, volume, and distance.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and listen. The ability to travel to destinations across the US as needed for trainings, conferences, and events. Assemble information booth and transport boxes of materials weighing up to 40lbs and promotional items from events to shipping facilities. Specific vision abilities required by this job include close vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office environment is very collaborative with the expectation of cross-department meetings. The work environment is a mix of offices with doors, cubicles, and meeting spaces. The noise level in the work environment is usually minimal to moderate.



### **COMPENSATION**

- Competitive salary range of \$40,000-46,000 annually and benefits package.
- Opportunities for professional growth and development.