POSITION DESCRIPTION
COOPERATIVE BAPTIST FELLOWSHIP

TITLE:	**Global Missions Church Engagement Intern**
EMPLOYMENT STATUS:	**Part-Time; Non-Exempt**
DEPARTMENT:	**Global Missions**

RESPONSIBILITY: Responsible for providing administrative support for and assisting in promoting Global Missions

REPORTS TO: Church Engagement Manager

RELATES TO: Global Missions Staff, Field Personnel and Field Personnel Candidates

SUPERVISES: No one.

DUTIES:

1. Provide administrative support for Global Missions but not limited to the following: 30%
    a. Assist with event registration and promotion
    b. Provide customer service
        i. Written and verbal correspondence
    c. Generate and maintain reports
    d. Assist with processing applications
    e. Prepare and distribute training materials
2. Assist with scheduling speaking engagements 25%
3. Assist in database management (Rasier's Edge) 20%
4. Assist in updating website 10%
5. Perform other duties as assigned. 10%

INDEPENDENCE: 1…**2**…3…4…5…6…7…8…9…10

REQUIREMENTS:

EDUCATION: Required college junior or above; graduate student preferred.

EXPERIENCE: One or two years office experience preferred.

SKILLS: Advanced proficiency in MS Office (Word, Excel, and Outlook), and Power Point
Moderate proficiency in database management required, Raisers Edge experience preferred.
Exceptional verbal and written communication skills.
Attention to detail and accuracy with above average organizational skills.
Capable of multi-tasking with a sense of urgency and prioritization.
Strong interpersonal and customer service skills required.

OTHER REQUIREMENTS: A dedication and commitment to exemplary CBF service excellence initiatives.
Exemplary Christian character and integrity with a committed life wish to the mission and ministries of the Cooperative Baptist Fellowship.
Ability to lift 25lbs.
Ability to travel for events.

COMMITMENT: The Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment.

ACKNOWLEDGEMENT AND AGREEMENT WITH ABOVE POSITION DESCRIPTION:

_____ _____
Employee's Signature Date Supervisor's Signature Date