

THE CHURCH OF Eleven22

Position: 1825 Ministry Intern

Reports to: 1825 Director

Supervises: N/A

Classification: Intern

Objective

The Church of Eleven22 School of Ministry Internship Program is a comprehensive, two-year leadership development program equipping and training individuals called to full-time ministry for a lifetime of ministry effectiveness.

Key Responsibilities

- Attend 1825 Leadership Team meetings first and third Tuesdays (2 hours)
- Meet with ministry area direct report every week (1 hour)
- Recruit, develop and coordinate serve staff as assigned (3 hours)
- Assist in weekly administrative responsibilities involving the 1825 ministry (6 hours)
- Assist with 1825 social media (2 hours)
- Complete tasks assigned by ministry area direct report, including projects to improve the ministry (5 hours)
- Attend weekly classroom training and complete required readings and assignments (2 hours)
- Attend bi-weekly meeting with your intern coach (3 hours)
- Attend "All Staff" meeting (entire church staff) every Tuesday (1 hour)

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to adapt to change
- Ability to learn and utilize new computer software
- Ability to maintain confidentiality
- Ability to develop priorities with the right balance of short and long-term wins
- Demonstrated ability to build effective organizational relationships/partnerships
- Strong leadership abilities; sound judgment and above reproach character
- Excellent written and oral communication skills
- Strong computer skills; proficient in Microsoft Outlook, Word and Excel
- Ability to utilize social media



Education & Experience

The School of Ministry is designed to be a transitional step from college into full-time ministry, therefore a college degree is strongly preferred (or entering into junior year of college).

Position Type/Expected Hours of Work

This is a part-time position of up to 25 hours per week. Days and hours of work are varied during the week and during services on the weekend. There are required meetings on Tuesdays (11:00am-12:00pm) and Wednesdays (9:30am-11:30am).

Work Environment

This position will mostly work out of the campus you are assigned. With the exception of Tuesday and Wednesday mornings which will be out of central and San Pablo campus. You will be provided an iPad and access to needed programs.

Physical Demands

This position requires you to be on your feet for several hours at a time during special events and to lift and carry items as needed.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.