

THE CHURCH OF **Eleven22**

Position: Global Mission Intern

Reports to: Multiplication Director OR Short-Term Sending Director

Supervises: No One

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

- Lead and implement the mission and vision for sending (one hour)
- Give leadership to serve staff, trip leaders, participants (two hours)
- Work with ministry partners to plan and execute short or long-term mission experiences
- Expand and communicate a biblical worldview and ministry philosophy with short or long-term sending participants (two hours)
- Champion opportunities at COE22 locations to increase involvement and awareness of global serving opportunities (one hour)
- Serve as the liaison for ministry partners and those seeking trip and financial partnership with COE22 (one hour)
- Enhance organizational capacity by administering and managing logistics around short term mission trip and/or long-term missionaries (six hours)
- Develop and train new and existing short or long-term missionaries in their personal spiritual growth while encouraging their leadership capacity for comprehensive strategy and philosophy to be shared among global mission community (five hours)
- Evaluate existing ministry partners and related activities for the purpose of ensuring philosophical alignment with COE22 (two hours)
- Meet with ministry area direct report every week (one hour)
- Attend weekly classroom training and complete required readings and assignments (three hours)
- Attend “All Staff” meeting (entire church staff) every Tuesday (one 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

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- 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

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. Days and hours of work are varied during the week and during services on the weekend with potential for hours during special events or during sending and receiving of short-term mission trips. There are required meetings on Tuesdays (11:00am-12:00pm) and Wednesday (9:30am-11:30am.)

Work Environment

- This position will mostly work out of the central office, with Tuesday and Wednesday mornings 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 services on the weekends.

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.