



REACH

PROGRAM INTERN

REACH Ministries, through the love of Jesus, extends compassionate care to those affected by HIV/AIDS and all life-threatening illnesses and situations.

REACH Ministries is seeking a part-time intern who will assist the Director of Programs with REACH programs, including Camp, High School, Mentoring, and Global Initiatives.

Applicants interested in applying knowledge and skills gained from academic study in a planned and supervised work environment; interested in exploring HIV/AIDS, psychosocial development, death, and the sociological implications, with an approach of compassion and grace, will benefit from this internship opportunity.

Skills Required

- Proficiency in Microsoft Word, Excel, Outlook and web-based research
- Detail-oriented, good organizational skills
- Strong interpersonal skills, works well both in a team environment and independently
- Ability to work with a diverse range of people
- Flexibility, ability to adjust for “the good of the body”

Responsibilities:

- Assist Program Director in recruiting REACH volunteers at colleges, universities, churches, and various other locations
- Assist Program Director with volunteer maintenance tasks, including reviewing applications, performing background checks and maintaining communication and correspondence between volunteers & staff
- Assist Program Director with Camp planning, including volunteer trainings, activities, scheduling, communication with Advisory Team, pre-camp logistics for families (including local and air transportation), procurement and donation requests
- Assist in developing and enhancing existing programs, such as High School and Global Initiatives
- Advocate for REACH when deemed necessary and appropriate (i.e. with community, founders, volunteers, churches, etc.)
- Perform occasional organizational office tasks (i.e. shredding, cleaning, filing, mailings, updating program materials, etc.)
- Assist in fundraising toward position

Commitment

- One year (negotiable)
- 15 – 32 hours as needed
- Room and board negotiable

Please submit an online application at www.REACHministries.org. To submit a resume, or for additional information, contact Merry Moyer at info@REACHministries.org

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