



REACH

PROGRESSIVE UNITS 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 Progressive Units with case management, creating and leading year-round developmentally appropriate events for family members affected by HIV/AIDS, and educating the local and global, faith and secular communities on the issues relating to HIV/AIDS.

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

- Plan and coordinate year-round Progressive Unit events
- Assist in development and maintenance of REACH website forums
- Assist with case management
- Assist in planning and coordination of Progressive Units at REACH Camp
- Assist in development of *ABC+G Sex Education* when appropriate
- Perform continued web-based research on HIV/AIDS and related issues
- Manage and update program and educational materials
- 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, handbooks, mailings, etc.)
- Assist in fundraising toward position

Commitment

- One year (negotiable)
- Occasional weekends for events
- 20 – 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

REACH Ministries • 309 South G Street, Suite 3 • Tacoma, WA • 98405 • 253.383.7616

Revised 1/13/10