

## JOB DESCRIPTION

<b>CLASSIFICATION:</b>	<b>Intern - Summer</b>
<b>POSITION:</b>	<b>Vision &amp; Call Program Intern</b>
<b>EMPLOYMENT STATUS:</b>	<b>Full-Time (10 weeks)</b>
<b>SUPERVISOR:</b>	<b>Director of Growth Strategies</b>
<b>ALIGNS CLOSELY WITH:</b>	<b>Growth Strategies Department</b>

### **FUNCTION:**

The Summer Vision and Call Program Internship with Shared Hope International is a 10-week to 3-month position that holds a three-fold purpose: 1) to provide a transforming experience for young adults; 2) to increase the pool of talented emerging leaders entering into the anti-trafficking movement; and 3) to educate and empower a commitment to the development of young leaders on the part of Christian organizations. Under the direct care and leadership of the Director of Growth Strategies, the intern will integrate into the department and work alongside the program managers of Shared Hope's child sex trafficking awareness and faith initiatives. The intern will also complete various awareness-related projects, included a special project designed by the intern, will attend community outreach events, and carry out research, as needed.

### **ESSENTIAL DUTIES:**

1. Provides support of the Ambassador of Hope and Defenders programs by:
  - a. Becoming an Ambassador of Hope, becoming fully integrated into the program by learning the role and skills of a trained Ambassador
  - b. Assist with providing love, stewardship and care to Ambassadors seeking technical, and training support, and resources
  - c. Processing emails and applications from Ambassador and Defender applicants
  - d. Maintains [awareness@sharedhope.org](mailto:awareness@sharedhope.org) email by responding via email to general inquiries from the public and Ambassadors
2. Assist with coordinating the summer "Hello Neighbor" event for the Pacific Northwest Region
3. Works closely with the Community Engagement Manager on implementing community outreach, including research, attending events, attending Task Force meetings, and developing and implementing awareness collateral and resources
4. Assist with coordinating the Summer Gratitude Campaign
5. Inputs and maintains data from activities into Salesforce (customer relations management system)
6. Completes special awareness project designed by the intern
7. Performs other projects or duties as assigned by supervisor

### **QUALIFICATIONS:**

1. Self-motivated and capable of working independently and on a deadline.
2. Full-time 40 hours/week, 10-week to 3-month commitment.
3. Able to work on a team as a trustworthy member.
4. A positive and pleasant "can-do" attitude.

5. A passionate concern for women in crisis and the eradication of sexual slavery.
6. High School diploma minimum.
7. Excellent written and oral skills.
8. Proficient level of computer skills including Microsoft Word, Excel, and Outlook.
9. Strong organizational skills, attention to detail and critical thinking skills.
10. Ability to manage various projects simultaneously.

**ABILITIES:**

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand and arm movements
3. Ability to lift 25 lbs.
4. Talking/giving verbal instructions in close range and speaking over the phone
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and problem solve

**STIPEND:** \$3,500.00

**LOCATION:** SHI Headquarters in Vancouver, WA.

**DISCLAIMERS:**

1. This position is grant funded by the M.J. Murdock Charitable Trust. *This internship description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position, as well as the objectives outlined in the grant agreement. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

**TO APPLY:**

Qualified candidates should email the following to [marissa@sharedhope.org](mailto:marissa@sharedhope.org):

- **Cover letter**
- **Resume**
- **Using [sharedhope.org](http://sharedhope.org) as a resource, submit a one-page, creative document that expresses understanding of the mission and programs of Shared Hope International.**
- **List of three (3) references with contact information: one professional, one personal, and one ministry leader/mentor.**
- **SHI application packet including a signed Statement of Faith**

**Interviews of all candidates will be in-person at the Vancouver, Washington Shared Hope office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.**