



## JOB DESCRIPTION

CLASSIFICATION:	Intern
POSITION:	Vision & Call Intern Program
EMPLOYMENT STATUS:	12-Month Full Time AND 9-Month Part Time
SUPERVISOR:	Senior Growth Strategies Manager
ALIGNS CLOSELY WITH:	SHI agency

### POSITION OVERVIEW:

Reporting to the Senior Growth Strategies Manager the Vision and Call Internship is a summer opportunity 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. The interns will integrate into the growth strategies department and other areas of Shared Hope International, working alongside the program managers and faith initiatives. The interns will also complete various awareness-related projects, including a special project designed by each intern, will attend community outreach events, and carry out research as needed.

### Essential Duties:

1. Donor Relations and Office Management
  - Active participant in the annual Thank You campaigns including collateral design, messaging, and implementation
  - Assist with the general donor thank you process
  - Assist with data entry
  - Assist with providing technical support, training support and resources to Volunteers
  - Answer phones
  - Research as needed
2. Events and Community Outreach
  - Research community outreach opportunities
  - Attend outreach events
  - Assist in the disseminating of collateral and resources
  - Assist with SHI annual event logistics and onsite deliverables
  - Assist during SHI annual events
3. Creative Projects
  - Assist with social media content creation
  - Design collateral as needed
4. Other work as determined to meet your goals!

#### Qualifications:

1. Self-motivated and capable of working independently and on a deadline.
2. Able to work on a team as a trustworthy member.
3. A passionate concern for women, men, and children in crisis and the eradication of sex slavery.
4. High school diploma minimum.
5. Proficient level of computer skills including Microsoft Word, Excel, and Outlook.
6. Strong organizational skills, attention to detail and critical thinking skills.
7. Ability to manage various projects simultaneously.

#### Abilities:

1. Ability to stand or sit for prolonged duration.
2. Ability to utilize electronics equipment such as a computer, 10-key, telephone, etc.
3. Ability to think critically and problem solve.

#### Stipend:

- 12-Month Full-Time (40hr/wk) \$5250.00 stipend per quarter (each 3-month period)
- 9-Month Part-Time (25hrs/wk) 850 stipend per month.

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 [rebecca@sharedhope.org](mailto:rebecca@sharedhope.org):

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

Interviews of all candidates will be either virtual or in person in the Vancouver office. Shared Hope cannot reimburse or pay for travel costs for interviewees. **Applications are due by May 7<sup>th</sup>, 2025.** The desired start date will be June 2, 2025 (flexible).