



Intern Job Description (32 hours per week)

Reports To

Connection Center Coordinator

Maintain hours with Connection Center Coordinator

- Monday mornings - Redemptive Compassion & Cool Focus training
- Monday afternoons - Team meeting / Work in preparing Connections Center
- Tuesday / Thursday work with the Church Partner Gap ministries & Social Media
- Wednesday - Connection Center training; help with Transformational Ministry contacting churches, coordinating projects, intake, delivery
- Events as needed

Mission & Vision of Love INC Des Moines

Mission: We mobilize local churches to transform lives and communities In the Name of Christ

Vision: Love INC Des Moines connects God's Church with neighbors in need to take one step forward through thriving relationships and transformation.

Purpose

Learn how to serve the under-resourced in our community using a holistic approach. Interns will assist in our Connection Center ministry through coordinating and meeting basic needs for neighbors in Des Moines using the resources of our church partners and other ministries in our area. Interns will be involved in event and project planning to include fundraising, community outreach, and volunteer training. Interns may assist in preparing grant proposals and budgeting.

Responsibilities May Include

1. Attend a Love INC orientation and training
2. Answer incoming calls and listen compassionately to neighbors in need
3. Gather and record vital information regarding neighbors in need
4. Verify all information relevant to meeting the neighbor in need
5. Conduct follow-up calls
6. Deliver goods to neighbors in need
7. Schedule appointments with our partner churches
8. Sort and organize donations, as needed
9. Assist with documenting prayer requests



10. Conduct registration and follow up calls to potential Transformational participants
11. Provide transportation for TM clients, if available
12. Assist with TM set up/tear down each week, if available
13. Greet TM participants and volunteers and check homework, if available
14. Maintain client confidentiality
15. Maintain accurate client records
16. Assist with meetings and event planning
17. Be an ambassador in the community
18. Other duties as assigned

Qualifications

1. Open to exploring matters of faith and learning to lead in a faith-based nonprofit environment
2. Discernment, non-judgmental attitude and the ability to listen, empathize and accept others
3. Healthy, professional boundaries
4. Good telephone and communication skills
5. Ability to work independently and cooperatively
6. Detail-oriented
7. Reliable and dependable
8. Proficient with Google Suite