

# PROGRAMS INTERNSHIP

The Programs internship intern is for the person that is passionate for the marginalized community and has a desire to serve the low-income and the homeless in our region. The Programs Intern will work directly with the Programs Department to ensure that Good Samaritan Ministries programs are monitored and strategized goals are met. This person will also assist in event planning and promotion of Good Samaritan Ministries in various ways. Throughout the duration of the internship, Good Samaritan Ministries will provide intern with a holistic experience which will involve volunteering in different areas of the ministry and teaching on community development. Our office is a fun and safe environment that empowers you to be creative!

This is a great opportunity to gain hands-on experience with a regional nonprofit! Good Samaritan Ministries is willing to coordinate with universities for college credit. Good Samaritan Ministries is looking for a commitment for the Summer or Fall 2020: 10-15 hours per week.

## **Responsibilities:**

- Work alongside the Programs Dept. to: coordinate upcoming programs and, plan and assist with project related tasks as needed
- Overseeing volunteer groups
- Community and church relations
- Data entry
- Plan and organize ministry events
- Social media management

## **Qualifications:**

- Current college students with a passion and desire to learn and work in the social enterprises/nonprofit field
- Proficient in all Microsoft programs including Word, Excel, and Access
- Strong attention to detail, and organizational skills
- Proficient in clerical duties (phone, fax, filing, etc.)
- Be willingly to lift and carry.
- Strong written and verbal communication skills (speaking in front of small and large groups).
- We want you to be creative, out of the box and have the ability to see the big picture!



**To Apply:**  
Please email  
**volunteer@**  
**goodsamjc.org**