



## **Job Description**

### **Ministry Intern**

### **Christian Union New York**

Christian Union seeks a spiritually vibrant nation, marked by Christian values permeating every corner of society. Christian Union New York's means of achieving this end is by developing networks of transformative Christian leaders in New York City. Christian Union Cities is the segment of the ministry targeting this and other influential cities.

The ministry intern reports to the Director of CU New York, assisting him in achieving the primary objectives within the city and, when required, within the broader CU Cities ministry scope.

#### **Major Responsibilities**

1. Execution of summer weekly gathering with young professionals, continuing into the fall.
2. Responsibility for connecting with new graduates/arrivals in New York City, particularly during June, July and August, and including working with a welcome team of volunteers for this purpose.
3. Provide a range of administrative support for ministry projects including the creation and maintenance of spreadsheets to track ministry data.
4. Coordinate weekly or bi-weekly young professionals socials with volunteer team.
5. Responsibility for communications - newsletters, prayer letters, social media strategy.
6. Assist with preparation and execution of meetings, trainings and ministry events.
7. Lead Community group(s).
8. Participate as a core member of the CU Cities Conference team for planning and executing the conference.
9. Participate in daily Christian Union morning prayer calls and in ministry conferences throughout the year.
10. Other duties as required.

#### **Competencies Required:**

1. Strong devotion to Jesus Christ and consistent Christian lifestyle.
2. In agreement with Christian Union statement of faith and ethics.
3. A professional, positive manner with which to represent the ministry.
4. Outgoing personality, enjoys working with wide range of people, and able to motivate.
5. Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
6. Excellent written and verbal communication skills.
7. Strong social media exposure and experience.
8. Proficient with G Suite
9. Proficient with Google docs and task management applications.
10. The applicant needs to be a team player who is able to work well with people and on tasks.

This is a full-time salaried position, so no individual support-raising required. Intern may, however, be asked to participate in general fund-raising activities. Interested applicants should send a résumé and cover letter to [Opportunities@ChristianUnion.org](mailto:Opportunities@ChristianUnion.org).