

Membership Intern

The World Evangelical Alliance seeks a Membership Intern who desires to learn new skills and isn't afraid to take on important projects. As an intern you will get to work with a variety of our staff, while working on real projects that will help the organization grow.

Our ideal candidate is someone who is creative and an excellent and reliable team worker; someone who is passionate about helping others and being part of a cross-cultured environment. She/He is original and thoughtful when interacting with global communities and building relationships.

Job Description:

- Manage information for member organizations for operational efficiency
- Communicate, research and manage data
- Update and keep up with changes and new information
- Create compelling visual content that will be shared with members
- Call, e-mail and/or research on membership contacts
- Creative feedback on membership techniques and processes
- Assist Membership Coordinator in managing administrative tasks
- Additional opportunities in related projects

Qualifications:

- College, graduate level students or recent college graduates
- Proficient in Microsoft Suite Office
- Creative and flexible
- Excellent oral and written communication skills
- Proven organizational and time management skills
- Excellent interpersonal skills
- Ability to handle and prioritize multiple assignments
- Excellent attention to detail
- Committed follower of Jesus Christ

We value all of our interns and make sure you receive a wonderful learning experience that fits your career goals. You will become very knowledgeable in communication, administration and on the many issues that go on around the world. You will also learn how to work in a professional environment and have ample opportunity to network with department leaders and other professionals and Christian leaders of the world.

Details:

The position begins the first week of June and ends the second to last week of August.

To apply please submit your resume and cover letter to hr@worlddea.org.