



Uniting Christians to Shine Bright

WorkLight Ministry Management Internship

WorkLight is a redefining of a ministry that has been positively impacting lives for over 35 years. Formerly known as Christians in Commerce, we are transforming the way we reach and support Christians in the workplace. This engagement-centered endeavor includes a new brand, enhanced content, additional media channels, on demand resources, and innovation toward younger and more diverse audiences.

Our mission is “to encourage and equip Christians to be God’s presence in the workplace by the power of the Holy Spirit, exercising faith, integrity, and excellence.” Our ambitious growth targets include a 10x increase in our audience size and number of program participants over the next 5 years. Thousands of lives and souls will be transformed. We are looking for a reliable Ministry Management Intern who will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The ideal candidate will be detailed-oriented, competent in prioritization, and be able to work with little supervision. They will be self-motivated and trustworthy. They will be able to juggle a number of details in a timely manner.

This role will function primarily through technology such as teleconference, telephone, and email. Thus desire to authentically connect with others in building a high functioning team and culture is critical. Blended in-office and remote work, and adaptation to dynamic organizational strategy.

Position:

- Ministry Management Internship

Salary:

- Unpaid educational internship

Major Responsibilities:

- Communications
 - Social media posts
 - Support with the Flame newsletter and the Spark emails
 - Administrative tasks
- Program
 - Chapter/Small Group support
 - Annual Conference planning
 - Administrative tasks
- Operations
 - Administrative support

Qualifications:

- Self-directed
- Consistent communication
- Professionalism
- Ability to work remotely
- Desire to further WorkLight's mission to be Christ in the workplace

Learning Outcomes:

- Immersion in modern workplace theology
- Weekly focus on leadership and management tools
- Integration of scripture with organizational growth
- Enhanced Christian leadership practices

Length of Term:

- June 7 - August 20 (negotiable)
- Approximately 15-20 hours / week

To Apply:

- Send a Resume and Cover Letter to justin@worklight.org by 5/17/2021.