



Program and Communications Intern (Remote - US based)

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

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 tripling in our audience size and number of program participants over the next 3 years. Thousands of lives and souls will be transformed. We are looking for a reliable Ministry Intern who will contribute directly to the core ministry while learning as a part of our team.

The ideal candidate will be entrepreneurial, detailed-oriented, competent in prioritization. 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 remote technology such as teleconference, telephone, and email, though residents of Minnesota would be able to join in person at our office in St Louis Park, MN. Desire to authentically connect with other Christians in building a high functioning team and culture is critical.

Position:

- Ministry Intern (Remote - US based)

Salary:

- Unpaid educational internship

Major Responsibilities:

- Communications
 - Social media posts
 - Support with the Flame newsletter and the Spark emails
 - Website management and enhancements
- Program
 - Chapter/Small Group support
 - Annual Conference planning
 - Challenge Weekend toolkit implementation
 - Relational and responsive prayer
 - Community management
- Operations
 - Administrative projects
 - Donor database maintenance
 - Core ministry functions
- Governance
 - Board and Committee support
 - Asset mapping
 - Strategic analysis

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:

- Summer internship from May - Aug. Dates are negotiable
- Approximately 15-20 hours / week

To Apply:

- Send a Resume and Cover Letter to info@worklight.org