

Christian Reformed Church in North America (CRCNA)
World Renew
Position Description

Position Title: Volunteer Coordination Intern
Department: Systems Group
Reports to: Chief Financial Officer
Status: 10-16 hours per week, non-exempt
Salary Level: Intern

PURPOSE

This paid internship is placed in World Renew's Systems Team in Grand Rapids, Michigan, USA, and will assist with the planning of the Assembly for Global Partners (AGP) in May 2015. World Renew's ministry currently extends to approximately 30 countries around the world. The AGP event allows staff, partners, and stakeholders from several of these countries to come together for learning, and to provide input into World Renew's long-term strategic plan.

This internship will support the AGP, in close coordination with World Renew's Global Volunteer Program, by a) researching and creating a volunteer coordination plan for the event, b) drafting and creating a marketing plan to recruit volunteers, c) participating in the week of the event by assisting the attendees, and d) participating in team building activities and orientation.

This is an opportunity to get real-world experience in exploring volunteer and project management, event branding, marketing, communication and execution of a global event. Working with World Renew, you will hone your skills in collaboration, managing database(s), assisting individuals in finding volunteer opportunity(ies), providing customer service to multicultural groups, event planning, improving your Spanish and/or French, and thinking creatively to solve challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Explore innovative ways to market, recruit and schedule volunteers for the event in close coordination with World Renew's Global Volunteer Program
2. Creatively implement ways to communicate with volunteers in the months leading up to the event
3. Create, monitor and update plans to utilize volunteers during the event
4. Assist in ensuring volunteers are oriented and prepared to provide excellent service at the event
5. Serve as back-up support to answer questions of event attendees
6. Assist other team members to complete their tasks as needed
7. Perform other duties as assigned

QUALIFICATIONS

1. Committed to Jesus Christ and able to recognize this position as one that contributes to the work of God's kingdom
2. Demonstrated commitment to promote a work environment and respectful relationships that value diversity and equality
3. Enjoy building relationships with different cultures, meeting new challenges and solving problems
4. Professional, cooperative demeanor; flexible and adaptable team player
5. Disciplined, self-motivated, positive work style; able to function competently and productively in a team setting
6. Attention to detail and proactive in completing tasks
7. Competence in all Microsoft Office software including advanced knowledge in Word, PowerPoint, Publisher, Excel, and Access and advanced Social Media Skills
8. Excellent command of the English language is required and verbal and written communication skills in Spanish and/or French is a definite asset

DURATION

September 2014 to end of May 2015

TO APPLY

You must be **enrolled** in a program at a post-secondary institution with easy access to our Grand Rapids office and be legally eligible to work in the USA. To apply, submit your current resume and a cover letter indicating your relevant skills and experience based on the position description, online at www.worldrenew.net or www.crcna.org. Application **deadline** is **September 18, 2014**.