



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

PAC Summer Intern

The Princeton Alliance Church (PAC) Intern is interested in pursuing or exploring a career in one of our ministries. Interns will be assigned to one of four teams that oversee multiple ministries at PAC. Assignments will be based on education, skills, gifts and desires. Interns will report to the respective Ministry Leaders.

The summer internship program runs from June 10 - August 16, 2024. Participation in the full ten weeks is required.

Requirements

- A college/university student with a desire to work within the local church ministry context or non-profit organization
- Proficient in Google Docs, Google Drive

Key Responsibilities

- Assist with administrative duties such as data entry, reporting, and evaluations
- Accept designated, ministry-focus projects to research, propose ideas and solutions, and present final project during the internship
- Learn and become proficient on internal software systems
- Collaboration on teams
- Assist with facility preparations for events
- Assist teams with events planning and support
- Summer Blast and Camp support

Communication/ Coordination

- Communicate with the Ministry Leader regarding victories and challenges
- Consistently contribute to the regular meetings and discussions
- Practice timely, complete, and confidential communication
- Use professional language in all forms of communications including emails

Team Development

- Be a team player with a positive attitude who seeks to improve the team by offering constructive feedback or recommendation
- Attend team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development by participating in the weekly Intern Cohort lunches



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- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Ministry Leader regarding personal development goals and ministry-related accountability

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Intern also participates in regular staff development activities, such as biweekly staff meetings. Weekly Sunday attendance at Princeton Alliance Church is required.

To apply, please send your cover letter and resumé to interns@princetonalliance.org.