



## MINISTRY DESCRIPTION

**Title:** Global Training Intern  
**Department:** Global Training  
**Reports to:** Project Coordinator

**Schedule:** Semester Based  
**FLSA:** Non-Exempt

### **Ministry Function:**

The Global Training Intern supports the ministry of Convoy of Hope by providing support to the Disaster Community Care events and field teams that will be serving in the disaster impacted areas of Texas, Florida, Puerto Rico and Mexico. This role will interface with Convoy of Hope Staff and partners to help execute all phases of the events. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

**Interns applying for this position should be interested in growing and developing the following skill sets:**

- Event Planning
- Organizational Development
- Communication Skills

### **Essential Duties and Responsibilities:**

1. Provide administrative support for Disaster Community Care Events including customization of promotional materials, packing of supplies for outreach events, including maintenance of t-shirt inventory.
2. Updates the out-of-office calendar with Global Training staff members' time off and comp days, and tracks time off against days allowed.
3. Serve as the frontline for receiving all calls.
4. Assist with Convoy of Hope office administrative duties (mail, answer phones, and occasional front desk coverage).
5. Assist with expense reporting
6. Compile and upload monthly stats.
7. Other duties and projects as assigned.

### **Required, Knowledge, Skills, and Abilities:**

1. High School diploma or equivalent required.
2. Ability to use a MAC/PC and software programs, including but not limited to, Google Applications, Microsoft Office Suite.
3. Strong organizational skills and meticulous attention to detail.
4. Strong problem-solving skills and the ability to remain calm under pressure and maintain tact in difficult situations.
5. As a Christian organization, Convoy of Hope believes it is critical that each staff member embraces the organization's religious purposes for which it exists and not only agrees with its Statement of Faith but demonstrates it in their lives on an ongoing basis.

**Revised**  
December 2017