



Grace at the Fray

Internship Coordinator
Full-Time Job Opening
Remote or Onsite in Jenkintown, PA

Serge is a non-profit, mission-sending agency dedicated to sharing the gospel of Jesus Christ and bringing positive transformation to communities worldwide. We're seeking a Full-time Internship Coordinator to join our Mobilization department. The Serge Internship Coordinator is responsible for leading the US operations of Serge internships, including the annual summer internship program (8 weeks) and year-round vocational interns (2-11 month interns). The Internship Coordinator works under the direction of the Short Term Mobilization Manager to recruit interns, shepherd interns to the field, collaborate with Serge field leaders, lead and execute US intern training and debriefs, maintain partnerships for intern recruitment, and serve the overall goals and projects of the Mobilization department.

This role requires establishing and maintaining a network of financial supporters and raising a portion of your salary and benefits. Benefits include comprehensive health insurance, 401(k) retirement plan, long-term disability, and paid leave. If you have a passion for missions and faith-based work, we invite you to apply.

Responsibilities include, but are not limited to, the following:

- Recruit for Serge Internship Programs (Summer and Vocational)
- Manage Field inquiries for summer and vocational internship opportunities
- Proactively identify and engage with strategic pipelines for interns
- Maintain and assist in developing new and current relationships with college ministries, churches, universities/colleges, and seminaries in partnership with supervisor
- Speak at colleges and churches about internship opportunities
- Travel for MOB recruiting events that engage with young adults, colleges/universities, or strategic partnerships
- Manage U.S. Training logistics for summer and vocational interns by planning, leading and executing internship training weekend, deployment and debriefing (in-person and virtual)
- Coordinate with Communications and Finance to set up intern giving pages, accounts, budgets, and more
- Maintain up to date program manuals for HOF and field teams
- Support and care for interns by hosting bi-weekly calls to ensure spiritual and emotional wellbeing before deployment and through check-ins after deployment
- Support the Mobilization team by attending annual planning days, participating in weekly meetings and local Serge events

Requirements include:

- A personal relationship with Jesus Christ and genuine desire to work in a dynamic, mission-driven environment, applying one's knowledge, skills, and abilities to advance the Gospel
- Demonstrates commitment to Serge Vision, Mission and Values
- Experiences, embraces, and effectively communicates the gospel concepts of repentance, forgiveness, and the daily application of God's grace in life, work, and relationships
- Exhibits grace and exercises discretion in all interactions and possesses strong interpersonal skills with an ability to engage, support, and communicate effectively
- Completion and practice of Serge's Sonship course and principles
- Proficient with MS and MAC OS, web browsers, Google products and other web-based software
- Experience serving in short-term missions, preferably overseas
- Experience with leading in mentorship and discipleship relationships
- Experience in project management, coordination, and/or event planning/coordination
- Self-motivated and able to take initiative and skilled in handling sensitive and confidential situations
- Ability to multi-task and pursue numerous recruiting leads simultaneously



Grace at the Fray

- High-level interpersonal skills (via face to face, telephone, and e-mail), and excellent ability to listen well and engage in comprehensive dialogue
- Effective writing and documentation skills
- Minimum of Bachelor's degree or comparable experience in related field

To Apply, send resume and cover letter with salary requirement to HR@serge.org. For more information about our mission agency, visit www.serge.org.

8/14/26