



Grace at the Fray

Internship Program Assistant
Part-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 Part-time Internship Program Assistant to join our Mobilization department (20 hours per week). The Internship Program Assistant will participate in tasks related to the growing the internship program. The program assistant will contribute to the strengthening and growth of the internship program by shepherding interns, collaborating on internship-related projects, and assisting with recruiting and intern training events.

This role requires establishing and maintaining a network of financial supporters and raising your full 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 and shepherd summer and vocational interns
- Attend in-person recruiting events on campuses and intern training events, as able (in-person)
- Conduct intern interviews and help process application documents
- Meet bi-weekly with up to 8 interns to ensure intern wellbeing and support raising progress from acceptance until deployment
- Work alongside Internship Coordinator to update intern related communications and marketing materials and assist with content, logistics and other internship items
- Contribute creative suggestions for how to shape the internship recruiting message
- Interview former interns and capture stories in collaboration with Communications as needed
- Provide ad hoc project assistance to the Mobilization Manager on various projects that arise
- Organize and maintain up to date internship program manuals and folders

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.
- Experience in mentorship and discipleship relationships.
- Skilled in handling sensitive situations and maintaining confidentiality.
- 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.
- Overseas missions experience preferred but not required
- Proficient with MS and MAC OS, web browsers, Google products and other web-based software.

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.

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