

INTERJERSEYCHURCHIPS

MISSIONS

Position

Missions Intern

Hours

Full-Time (40 hours per week)

Job Overview

The Missions Intern primary role is to support the Missions Director in strategizing and executing the overall vision of Jersey Church mission programs. This position is integral to pre-mission planning, mission execution, and post-mission reporting. This includes the coordinating and preparation for short-term trips, special projects (CareWeek and Vacation Bible School), relationship building with local partners in ministry and workers in the Mission house.

Responsibilities and Duties

- Assist the Missions Director in overseeing daily logistics.
- Communicate with local partners, staff and teams.
- Provide follow-ups and updates regarding the missions.
- Collect and maintain all mission relevant documentation.
- Plan, coordinate and streamline the logistics of volunteers.
- If schedule allows, engage in a short-term mission trip experience while serving as a leader in training.

Qualifications

- Have clear, concise communication skills, both spoken and written.
- Willingness to work well with other staff members, as our team works with each ministry department.
- Interest or experience in short- and long-term missions.
- Basic familiarity with Microsoft and Google software.

Other

- A heart for the local church, a growing relationship with Jesus Christ.
- Alignment with Jersey Church vision and mission.
- Must maintain confidentiality and trust in all church matters.
- Must love the church and be willing to serve under the authority of the Senior Pastor.
- Conservative theological views.