



# Extend Global

Extending God's Kingdom  
Through Short-Term Missions

300 E. Sunshine, Suite B ♦ Springfield, MO 65807 ♦ 417-865-5442  
info@extendglobal.org ♦ www.extendglobal.org

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## Intern Description

**Job Title:** One-Year Intern

**Reports to:** Extend Global President, Teams Coordinator

**Reported to by:** Appropriate Volunteers

### Job Summary

The One-Year (actually 12-14 months) Intern will be responsible for training and leading teams, both internationally and domestically, as well as assisting with coordinating daily ministry logistics.

### Position Status

This is a full-time internship, approximately 40 HPW for 12-14 months. It is preferred that the incumbent interns for several months prior to a "summer season" to insure adequate training as it is the busy season. Expenses for mission outreaches are covered and housing may be provided. It is required that any further financial needs be raised by the incumbent in a mutually determined amount as approved by Extend Global's Board of Directors.

### Essential Functions and Percentage of Time Allocation

#### 1. Logistic Preparation

- a. Assist in making ministry arrangements for outreach projects. For example, creating a mutually agreed upon ministry schedule for each project. (5%)
- b. Assist in making food, lodging and travel arrangements for outreaches. For example, researching and booking hotels and airline tickets. (5%)

#### 2. Team Training

- a. Assist in teaching teams and team members the Biblical/Theological foundation for missions. (5%)
- b. Assist in equipping teams and team members with the ministry tools needed to carry out the purpose of each specific outreach project. (10%)
- c. Assist in equipping teams and team members with the cultural tools needed to function and minister in the context of each outreach project. (5%)
- d. Foster and develop team dynamics and unity. (15%)



- e. Assist in preparing teams and team members to face the security and logistic challenges of ministering internationally. (5%)

### 3. Outreach Leader

- a. Accompany approximately 2-4 outreach teams, enabling them logistically during a project of 10-28 days in length. (15%)
- b. Provide leadership and guidance in completing ministry tasks on and throughout an outreach project. (15%)
- c. Foster an environment of safety and spiritual growth for team members during an outreach project. (15%)
- d. Guide teams and team members in processing and applying what they have learned as the project comes to a close and they reenter daily life back home. (5%)

## Qualifications

### ➤ Education and Experience

The incumbent should have a background in the biblical basis for missions and/or previous experience in some kind of church ministry.

**Required:** A college Senior or equivalent age/experience, significant experience in short-term missions.

**Preferred:** Experience working with people of various cultural backgrounds, currently working toward a college degree in some form of Bible or Christian Ministry.

### ➤ Equipment

The incumbent must have the ability to learn and operate various forms of electronic equipment and/or software for the purpose of communication.

**Required:** Microsoft Office programs (Word, Excel, PowerPoint)

**Preferred:** Mac programs (Keynote, Pages, Numbers)

### ➤ Intern Characteristics and Working Conditions

The incumbent must have the attitude of a learner. He or she must be flexible as ministry work in general, especially missions, can be extremely fluid.

**Required:** Actively growing follower of Christ, passion for and commitment to the Great Commission, reliable, relational, works well with others, servant minded.

**Preferred:** Ability to communicate well with people of various backgrounds and cultures, positive attitude.

### ➤ Physical Requirements

This is an extremely physically active position. The incumbent must be able to sit, stand, and/or walk for long periods of time as international travel and ministry can be taxing. The incumbent must also be able to lift and exert force up to 50 lbs.