



150 McSwain Drive | West Columbia, SC 29169
803.794.2209 | www.southcarolinanazarene.com

Job Title: Administrative Summer Intern

Location: SC District Office, 150 McSwain Drive, West Columbia, SC

Reports to: Assistant District Superintendent

Position Type: Internship

Dates: June 1, 2026-July 31, 2026 (Off the Week of June 29-July 3)

Job Summary:

The Administrative Intern at the South Carolina District Office will provide essential support to the district staff, assisting with a variety of administrative, clerical, and organizational tasks. This role offers valuable experience in church administration and insight into the operations of a district-level office within a church denomination. The ideal candidate is detail-oriented, organized, and possesses a passion for serving in a faith-based environment.

Key Responsibilities:

- Clerical Support: Provide general administrative support, including answering phones, responding to emails, and handling incoming/outgoing mail.
- Data Entry: Assist with data entry and database management, ensuring accurate record-keeping and updating of contact lists, membership records, and event registrations.
- Event Coordination: Support planning and logistics for district events, such as trainings, conferences, and annual meetings, including managing RSVPs, preparing materials, and coordinating volunteers.
- Document Management: Organize and maintain digital and physical files, ensuring they are easily accessible and up-to-date.
- Communication: Assist in drafting, formatting, and distributing newsletters, reports, and other communications to district churches and staff.

- Special Projects: Participate in various projects as assigned, such as conducting research, creating presentations, or developing promotional materials.
- General Office Assistance: Assist with office organization, ordering supplies, and other day-to-day tasks as needed.

Qualifications:

- Education: Currently pursuing a degree at Trevecca Nazarene University.
- Skills:
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace.
 - Strong organizational skills and attention to detail.
 - Effective written and verbal communication skills.
 - Ability to manage multiple tasks and prioritize effectively.
- Experience: Prior office or administrative experience preferred but not required.
- Personal Attributes:
 - A commitment to the mission and values of the Church of the Nazarene.
 - A proactive, positive attitude with a willingness to learn and adapt.
 - Ability to handle confidential information with discretion.

Benefits:

- Professional Development: Gain practical experience in church administration and non-profit operations.
- Mentorship: Work closely with district staff who are committed to supporting your growth and learning.
- Flexible Schedule: Opportunities to balance internship hours with other commitments.
- Scholarship: \$3500 scholarship to Trevecca Nazarene University. (The candidate will also receive a weekly stipend of \$100)

District Office Internship and Work Scholarship for Trevecca Nazarene University

Name: _____

Address: _____

City _____ State _____ Zip code _____

Phone: _____ Email: _____

Your Age: _____ Date of Birth: _____

Year at TNU (Senior, Junior, etc.): _____

Name of your local church: _____ City _____

Are you a member of your local church? Yes or No

My high school or TNU GPA is: _____

Dates that you will not be available and reason why? (Example: The Second week of July my sister is getting married, and I must go to Texas for the wedding.)

Please list other responsibilities you may have during the internship timeframe. (Example: Other employment, mission trip, etc.)

Describe other scholarships, grants and monetary awards that may have been awarded to you:

Name/type _____ Amount per year: _____ Recurring: Yes or No

Name/type _____ Amount per year: _____ Recurring: Yes or No

Name/type _____ Amount per year: _____ Recurring: Yes or No

Name/type _____ Amount per year: _____ Recurring: Yes or No

Name/type _____ Amount per year: _____ Recurring: Yes or No

If more space is needed for monetary awards, please include an additional sheet with the information.

On a separate page, please answer the following questions, typed and double spaced, in less than 250 words each:

1. Please write your personal testimony.
2. Describe your involvement in your local church.
3. Describe your interest in working within a church-based organization.
4. Describe any relevant experience that would make you a great fit for this role.

Send this completed application along with a letter of recommendation from your pastor or youth pastor to the **South Carolina District Office, 150 McSwain Drive, West Columbia, SC 29169** or **office@southcarolinanazarene.com**. This application must be received **no later than March 31st**. Applications are reviewed in the order they're received.