



LH Young Adults Summer 2022 Intern

General Description

This role offers a unique and intentional development process and a behind-the-scenes perspective of working in the local church for someone considering ministry as a career. In support of the Young Adults Ministry, the intern will operate under the direction of the LH Associate Pastor. This person will work mainly on various admin duties assigned by the Associate Pastor and manage the day-of logistics for YA events on the third Sunday of every month. They will gain real-world ministry experience by performing duties during the week, such as emailing leaders, prepping service flow for the event, learning how to manage a volunteer schedule, and monitoring the YA social media pages. They will receive professional development alongside the Young Adults Team and continue to innovate in this new season of young adult ministry.

Essential Job Functions

1. Attend and actively participate in weekly LH Staff, Ministries Team, Discipleship, and LH Young Adults team meetings.
2. Be part of our intern development, which includes weekly prayer group, assigned reading, and leadership development.
3. Participate in the shepherding of our volunteers throughout the week and on the day of the YA event.
4. Assist the Discipleship Assistant in stocking the supplies for the upcoming events.
5. Assist the Associate Pastor & Discipleship Assistant in various admin duties such as onboarding leaders, preparing the monthly event, and running the event.
6. Maintain and monitor the LH Young Adults Instagram page, including making reels and responding to messages.
7. Plan & execute a LVWK project on Saturday, July 16th, for the YA & LH Students High School ministries.
8. Perform other duties as assigned.

Education and Experience

The ideal candidate will be high-energy and eager to grow in their faith and leadership capabilities. A teachable and humble spirit is essential because interns will receive leadership development and direction from senior church leaders. Candidates should possess a deep relationship with Jesus, a love for His Church, and a passion for reaching those who do not know Him.

Candidates should be detailed oriented, administrative-focused, yet personable. They should have the ability to meet tight deadlines in a fast-paced environment. Must be able to take ownership and think critically while still being focused on the task at hand. Must be able to be responsive and proactive in communication. The successful individual will also possess a laptop and quickly pick up or already know about Google Drive, Instagram, and Planning Center Online.

Weekly Schedule

Sunday: 8am – 2pm** & 3pm-9pm (Only on the day of an event)

Tuesday: 10 am – 3 pm (On weeks where there is no Young Adult event)

Wednesday: 10 am – 3 pm**

Thursday: 10 am – 3 pm (On weeks where there is no Young Adult event)

**These hours are non-negotiable; however, the remaining days and hours are flexible.

Compensation

This is a part-time, unpaid position. 20 hours per week for ten weeks, starting June 5th and ending August 14th.

Note: Becoming an intern at LH Church does not guarantee employment after the duration of the internship.