



Job Description for: Administrative Intern for Jesus Loves Kzoo – Flexible Part Time

Accountable to: Jesus Loves Kzoo Director

Hours/ Compensation: Flexible part-time from mid-May through July (15-20 hours/week with the exception of weeks surrounding “Catalyst Week” which could require 40 hours/week); \$10/hour

Potential Roles (depending on individual gifts):

- Website and Social Media Editing and Maintenance
- Graphics / Communication (creating/producing posters, flyers and other communication pieces)
- Data-Entry (entering and updating Church, resources and volunteer information)
- Phone Calling (communicating with Churches, volunteers, etc)
- Donations Acquisition (researching and applying for grants, contacting potential local business donors)
- Volunteer Coordination and Management (Working with and directing volunteers, particularly during Catalyst Week prep)
- Serving on a Specialized Planning Team (such as Children’s, Games, Grill Site Teams, etc)
- General administrative support for JLK Director

Gifts/Skills Most Needed:

- Spiritual maturity, with a passion for urban ministry, prayer, evangelism and outreach
- Flexible, positive attitude
- Strong communication skills (written and verbal)
- Creative problem-solving
- Ability to self-direct and take initiative
- Attention to detail, responsive and responsible
- Computer and technical skills preferred (or ability to learn quickly)

Please send resume and two references by April 18 to Julie Kieser at:

Jesusloveskzoo@gmail.com; or send by mail to: Jesus Loves Kzoo, 536 E. Michigan Ave., Kalamazoo, MI 49007