



Administration & Operations Track

Our mission: To activate young adults to exalt Christ and advance His Gospel to the multitudes, by awakening hearts to Jesus, inspiring dreams for the Kingdom, and engaging hands in the Great Commission.

Community & Discipleship: Administration & Operations Interns, like all participants in OneWay's Internship & Discipleship program, will live in community housing and participate in our intensive discipleship program. We believe that all effective ministry comes out of the overflow of an intimate relationship with Jesus and a heart for His Kingdom. Our primary priority is to foster this in our interns through spiritual discipleship, teaching, mentorship, community outreach and events, prayer & worship, and sharpening peer relationships as we live and minister together in intentional community.

Administration & Operations Track Responsibilities:

- Interns help the organization run as smoothly as possible by providing administrative support and strategies to the various ministries
- Interns will help craft and implement new strategies and systems to manage the organization, using Salesforce and other tools.
- Interns will assist in building management and maintenance
- Interns will implement strategies for effective donor and user management, and assist the ministry of Prayercast to network with organizations, churches, and ministries to activate world-changing prayer.
- Interns will assist in day-to-day operations of the ministries and our facilities, and gain an insight into non-profit management.

Qualifications:

Positive, teachable attitude; attention to detail & strong administrative capacities.

Timeframe:

Our 2020 Summer Internship & Discipleship Program is from May 26-July 31. This is a full-time, residentially-based discipleship & work program.

Compensation: We consider all staff and interns to be on mission, and highly value the work produced by participants in our program. Thus, we provide training and assistance to raise up to **\$3,500** to cover the program cost and a personal stipend of **\$2250**.

Cost: The cost of the program is \$1250 for the summer. This cost can be covered through support raising and includes community housing for the summer, team activities and retreat trips, community meals & events, program materials & supplies, and staff administration fees.