**Intern**

Position Description

Primary Supervisor:

Secondary Supervisor:

Status: Non-Exempt

Location: InterVarsity’s National Service Center (NSC) - Madison, WI

**MAJOR RESPONSIBILITIES**

**Be a maturing disciple of the Lord Jesus Christ:**

* Seek Him and follow Him in every area of life
* Grow in love for God through the classic disciplines of the Christian life
* Model the biblical lifestyle

**Develop and grow skills in internship focus area:**

* Work with experienced staff to improve and develop skills
* Participate in experiential learning through assigned projects and tasks
* Learn and improve skills through participation in training, conferences, and other learning opportunities as assigned
* Participate in team meetings, project brainstorming, and evaluation sessions
* Give and receive critique with supervisor and other team members
* Respond positively to the direction and coaching of your supervisor(s) and other leaders
* Be responsible for good stewardship of time, equipment, and materials
* Maintain healthy relationships with team members, clients, and other InterVarsity staff

**Participate in the ministries of InterVarsity:**

* Work with InterVarsity leaders, teammates, and other departments to reflect Biblical standards of excellence, integrity, and partnership
* Attend and/or assist with NSC events, InterVarsity conferences, chapter meetings, etc., as agreed upon with supervisor
* Participate in the spiritual life of the NSC, such as chapels, prayer meetings, and community events
* Comply with all InterVarsity policies and procedures

**Maintain sound financial status:**

* Raise personal financial support at the level assigned by supervisor
* Keep expenditures within budget
* Develop and maintain a small group of people who covenant to support your ministry with prayer
* Nurture donor and prayer partner relationships through regular communication via visits, phone calls, and prayer letters

**QUALIFICATIONS**

* Annually affirm Intervarsity’s Statement of Agreement
* A college or university degree or enrollment in a degree program (preferably in related field)
* Experience with InterVarsity as a student or a staff member preferred
* Commitment to growing relationships with God, his Word, and his people, including the church
* Familiarity with Microsoft software applications (Word, Excel, and PowerPoint)
* Strong organization and time management skills
* Ability to work well as part of a diverse team as well as the ability to be a self-starter and work independently
* Ability to articulate ideas and to think critically about culture and communication
* Ability to produce quality work on time in a deadline-driven environment
* Ability to maintain good, professional communication with coworkers, field staff, and other teams at the NSC
* Ability to participate in collaborative process and accept critique from numerous people
* Commitment to excellence
* Willingness to learn new things and think “outside of the box”
* Sensitivity to and willingness to work with diverse cultures and ethnicities
* Capacity for self-awareness and awareness of others
* Demonstrated emotional and relational maturity
* Willingness to work 40 hours per week and travel when necessary

**InterVarsity Christian Fellowship/USA**

**Frame of Reference**

All staff members subscribe annually to the Purpose Statement of InterVarsity:

In response to God’s love, grace and truth:

The purpose of InterVarsity Christian Fellowship/USA is

to establish and advance at colleges and universities

witnessing communities of students and faculty

who follow Jesus as Savior and Lord:

growing in love for God,

God’s Word,

God’s people of every ethnicity and culture

and God’s purposes in the world.

This purpose is admittedly more limited than the Great Commission. As a mission extension of the local church, we have adopted boundaries on our activities based on our call to serve a defined group of God’s people. Within the context of InterVarsity’s purpose, all of the relationships and tasks that staff members engage in as part of their work for InterVarsity have both eternal and temporal components.

**Values:**

InterVarsity is committed to developing men and women from diverse cultures, backgrounds, and generations, whom God calls to work with us for both shorter and longer periods of service, as we pursue the call of God in the university world.

**Maturing Disciple of Jesus Christ:**

Every InterVarsity staff member is to be a maturing disciple of the Lord Jesus Christ, growing in obedience to the Scriptures. The marks of a long-term love relationship with Christ in the fullness of His Spirit are described in Galatians 5:22: “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.” In the workplace, this fruit is revealed in healthy working relationships which encourage all staff to accomplish their work and enhance their focus on the spiritual aspects of their work.

**Team Work:**

Each individual staff person is a vital member of Christ’s body. This means that we will work with one another in ways that honor and encourage all to grow in Christ while accomplishing His work. Our community requires that each individual serve as a team member in a collegial and open environment based on values, relationships, and vision as well as structure and position.

InterVarsity staff, both employees and volunteers, commit to serve God and all InterVarsity colleagues, students, and partners, with sensitivity to both the eternal and temporal dimensions of our work. “Whatever your task, work heartily, as serving the Lord.” (Colossians 3:23a)