



# Lighthouse Mission Ministries

*Healing Homelessness with Christ's Power and Love*

## Program Administration Intern

Working directly with the Program Administrator and Program leadership, the Program Administration Intern will be involved in the internal support and development of Lighthouse Mission programs. This includes participating in the development of policies and processes for the new campus building, assisting in the creation and maintenance of internal program structures, providing support to direct-service staff, and more.

### Duties include:

- Assist with the creation of program policies and procedures, to include attending relevant meetings, researching current best practices, and document creation and editing
- Curate, create, and schedule internal staff email communications
- Spend time on program sites assisting with the maintenance and troubleshooting of internal processes
- Assist in the upkeep of program data entry and statistics
- Participate in the development of internal staff trainings
- Participate in the planning and coordination of program events, such as graduations, holiday gatherings, and staff care events.
- Attend program department meetings as schedule allows
- Other duties as assigned

### Desired skills:

- Proficiency in Microsoft Office and Google Suite
- Ability to learn new digital databases and processes
- Written and interpersonal communication
- Research
- Attentive to detail and organized
- Ability to work independently
- Team player
- Ability to give and receive feedback

**Time Commitment:** 12-16 hours per week (or variable for credit) during Winter Quarter 2024

**\$1,000 stipend offered for one quarter:** This is not an offer of employment; this is a volunteer internship position. In addition, Lighthouse Mission offers a \$1,000 stipend upon successful completion of the internship.

**To apply:** Send resume, cover letter, and contact information for 3 references (personal, professional and academic) to [dereks@thelighthousemission.org](mailto:dereks@thelighthousemission.org) with subject line, "Internship Application." Please apply by November 22, 2023 for the Winter Quarter 2024 position.