



Lighthouse Mission Ministries

Healing Homelessness with Christ's Power and Love since 1923

Community Engagement Internship

Do you share a passion for helping our community and learning what Lighthouse Mission Ministries is all about? Wondering what it's like to work and intern at LMM? Hear from our staff [Why We Do What We Do](#) or learn more about [Healing Homelessness in Bellingham](#).

The Lighthouse Mission is a leading nonprofit organization dedicated to providing emergency shelter, support and resources to individuals and families experiencing homelessness in our community. We strive to create a safe and welcoming environment where those in need can access essential services and begin their journey toward stability and self-sufficiency.

The Lighthouse Mission seeks a dedicated and compassionate student intern to help the Director of Community Engagement in the Administration Department. The intern will be involved in all aspects of volunteerism for the organization. This position will have limited direct service with residents of Lighthouse Mission Ministries.

Schedule: To be individually determined upon intern's availability, however, will be an expected 12-16 hours per week (or variable for credit) during the fall, winter, spring or summer quarter of the intern's choice. To apply, visit our employment tab [here](#).

Internship tasks:

- Assist with project planning, implementation and volunteer coordination, specifically administrative tasks such as VolunteerHub management.
- Help manage online information pertaining to events and volunteering.
- Help contribute to strategic meetings and brainstorming sessions.
- Help create and facilitate volunteer appreciation initiatives and volunteer recognition events as schedule allows.
- Help streamline on-boarding process with volunteers, including picture name tags, Volunteer Handbook and updating database in Volunteer Hub.
- Help create social media posts, newsletter content and other written content relevant to volunteerism.
- Attend weekly department meetings if schedule allows.
- Help host information tables at community events if needed.
- Assist with community engagement data and outreach.
- Other duties as assigned.

Preferred skills:

- Proficiency In Microsoft Office and Google Suite programs.
- Interpersonal communication.
- Ability to write proficiently.

- Ability to work independently.
- Ability to give and receive feedback.
- Team player.
- Graphic design, video editing, photography is a plus.
- Organization.

Organizational Relationships: Intern will be supervised by the Director of Community Engagement and will work alongside staff and volunteers in the Administration Department.

Qualifications: This internship is open to any college or university students seeking work experience for academic credit. Preference for candidates with an area of study and personal passion for social services. The internship is not an offer of employment - either during the course of the internship or a promise of employment afterwards. In recognition of the intern's efforts and costs, LMM is pleased to offer a \$1,000 stipend payment paid in a lump sum following the successful completion of the internship. Interns, in accordance with LMM policies, may be subject to a pre-volunteer background check.

Physical Demands and Environmental Conditions: With or without reasonable accommodation. Internship candidates are encouraged to reach out to HR via hr@thelighthousemission.org if they require accommodation during the application or volunteer process.

- Medium to heavy lifting (up to 50 lbs) as needed to assist with donations and/or special events.
- 60% sitting; 20% standing; 20% walking.
- Both inside and outside activities regardless of weather.
- Possible exposure to a variety of illnesses.

EEO (Equal Opportunity Employer): Lighthouse Mission Ministries is both an equal-opportunity employer and a faith-based religious organization. Subject to all applicable state and federal laws, Lighthouse Mission Ministries does not discriminate in its employment practices or in the administration and dissemination of its programs and services. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e I(a)), Lighthouse Mission Ministries has the right to, and does, hire only candidates for employment who agree with the Lighthouse Mission Ministries Statement of Faith. **Volunteers and interns are not required to agree with the Statement of Faith.** Visit our [website](#) for more information.