



# Lighthouse Mission Ministries

*Healing Homelessness with Christ's Power and Love since 1923*

## Program Administration 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.

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.

**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 the creation of program policies and procedures, which includes 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 allow.
- Other duties as assigned.

### Preferred skills:

- Proficiency in Microsoft Office and Google Suite programs.
- Ability to learn new digital databases and processes.
- Interpersonal communication.
- Researching, writing and editing.
- Organization.

- Ability to work independently.
- Team player.
- Ability to give and receive feedback.

**Organizational Relationships:** Intern will be supervised by the Program Administrator and will work alongside staff 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 of personal passion for program administration. 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 & Environmental Conditions:** With or without reasonable accommodation. Internship candidates are encouraged to reach out to HR via [hr@thelighthousemission.org](mailto:hr@thelighthousemission.org) if they require accommodation during the application or volunteer process.

- Medium to heavy lifting (up to 50 lbs) as needed to help assist with donations and/or special events.
- Standing 30%; walking 30%; sitting 40%; ability to walk up and down stairs
- 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.