



MINISTRY PARTNER RELATIONS INTERNSHIP

Job Status: Internship

Reports to: Director of Ministry Expansion

Age: 18+

Internship dates: January 2018- May 2018 (Or October 2018)

Department: Events

Updated: Sept 2017

Primary Objective(s) of Position:

- Engage with and mobilize the ministries, and community partnerships for Together 2018.
- Onboard ministries into partnership and continue communicating through through and for Together 2018.

Preferred Majors: Public Relations, Ministry, Marketing, Communication

Core Competencies

- A follower of Jesus Christ and in agreement with the PULSE Statement of Faith, Mission and Values.
- Be a model of Christian integrity, diligence in work and persistence in pursuing and exceeding objectives.
- Organized and given to detail while comfortable engaging in conversations with people of different backgrounds.
- Excellent communication and interpersonal skills.
- Flexible, adaptable, and teachable.
- Demeanor, approach, and appearance reflects a level of professionalism and represents PULSE.

Key Responsibilities & Objectives:

- Assist with the development and execution of an effective partners strategy for Together.
 - Strategically collaborate and partner with organizations and movements as assigned by the Director of Ministry Expansion.
 - Effectively communicate the event vision to varying audiences (pastors, leaders, etc.) using a variety of formats and media inviting them into a deeper partnership with Together.
 - Through phone calls, emails, sharing videos and social media.
- Stay up to date with current partner plans and needs.
 - Send Together electronic promo materials for partner events.
 - Pray for Together partners and give updates to the PULSE team.
- Develop strong relationships and work in cooperation with other PULSE team members.
- Provide a weekly status report to Director of Ministry Expansion by 5pm Friday each week.
- Engage in personal and team development opportunities presented by PULSE Leadership.
- Follow all policies and procedures outlined the PULSE employee manual.
- Assist and perform any and all other duties as assigned by Church Relations manager.