

PULSE UNITE NDOP
Church and Community Partnership Internship

Job Status: UNITE Church and Community Partnership Intern
Reports to: UNITE on the National Day of Prayer (NDOP) Director

Department: Events
Updated: August 1, 2018

Primary Objective(s) of Position:

Assist PULSE church relations as an intern on the events team to ensure achievement of event goals in the area of church, ministry, and community partnerships and mobilization for UNITE on the National Day of Prayer.

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.
- Effective communication that is adaptive to all situations and fosters internal and external relationships.
- Organized and given to detail while comfortable engaging in conversations with people of different backgrounds.
- Professional demeanor, approach, and behavior.

Preferred Majors: Public Relations, Ministry, Marketing, Communication, Theater

Key Responsibilities:

Church and Community Relations:

- Assist with the development and execution of an effective church relations strategy for UNITE on the National Day of Prayer.
- Strategically collaborate and partner with churches, organizations, and movements as assigned by the UNITE director.
- Effectively communicate the event vision to varying audiences (pastors, leaders, etc.) using a variety of formats and media inviting them into a partnership with UNITE.
 - Through phone calls, emails, sharing videos, and social media leading to Pastor Summits and UNITE on the National Day of Prayer.
 - Through attending pastoral events to cast the vision in person.
- Raise gifts from partnering churches.
- Foster and sustain internal and external relationships.

Other Responsibilities:

- Develop strong relationships and work in cooperation with other PULSE team members.
- Provide a weekly status report to the UNITE NDOP Director/Ops Dir by 5pm Friday each week.
- Engage in personal and team development opportunities presented by PULSE Leadership.
- Follow all policies and procedures outlined in the PULSE employee manual.
- Assist and perform any and all other duties as assigned by UNITE director.