

## **Baptist Mid-Missions' Global Ministry Center Position Description**



**Position:** Summer Internship  
**Department:** Operations/President's Office/Church Relations  
**Supervisor:** Administrative Assistant

### **Our Mission**

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide.

### **Personnel Profile**

Interns will demonstrate a credible and vibrant Christian testimony evidenced through personal godliness and a servant's spirit, same as we'd expect from our full-time staff. Serving in the Global Ministry Center requires diligence, discretion, and confidentiality. Internships will allow for participation in the planning and facilitation of corporate events, exposure to missions and the business of non-profit ministry. The position requires a positive attitude for partnering responsibilities and a servant mindedness regarding assignments and tasks. Administrative and organizational skills are needed to fulfill a variety of responsibilities and assist various departmental needs. Physical abilities to manage some manual labor tasks; like, but not limited to, climbing a ladder, kneeling or standing for long periods of time, and carrying weighted boxes or items are necessary for this position. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

### **Training and Experience**

- Pursuing an associate or bachelor's degree in business administration, administrative assistant, office management, communications, or event management
- College student or recent High School Graduate

### **Responsibilities**

- Aid administrative assistants with event prep and planning, facilitating and hosting
- Communicate with vendors, research resources and products
- Purchase supplies, inventory items, and help with distribution
- Help departments with data collection and entry, query reports and create charts
- Actively participate in GMC staff functions and responsibilities
- Event set-up and tear-down
- Interact and communicate with mission family
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### **Skills**

- Office Suite Proficiencies: Word, Excel, Access, PowerPoint, or similar package
- Communications: verbal, written; Public Relations
- Time management and organization
- Team-mindset
- Self-motivated and flexible
- Coachable and willing to learn

For further information regarding employment with Baptist Mid-Missions contact  
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