



Community Life Conferences and Events Internship

Position Description

(Updated July 2023)

Purpose of Position

This internship position exists to advance the Kingdom revolution of Jesus by supporting the conferences and events coordinated by the Community Life Department at Engedi Church including Men's Conference, Women's Conference, Baptisms, 21 Days of Prayer events, Volunteer Team Rallies, Leadership Trainings, and other campus and church-wide events.

Skills and Qualifications

- A deeply committed follower of Jesus
- Regularly attends Engedi or is willing to during the period of this internship
- Affirms Engedi's core beliefs, mission, values, and life practices by word and example
- Effective administrative skills including the ability to set goals, facilitate advance planning, and effectively manage schedules
- Strong communication and writing skills
- Team player - humble, willing to defer to others, supportive of other Engedi ministries
- Self-starter with a professional demeanor and solid work ethic
- Ability (or desire to learn how) to recruit, develop and communicate with volunteers

Essential Duties and Responsibilities

- Assist the Community Life team in accomplishing department goals with a strong sense of mission, a sense of humor and infectious enthusiasm
- Assist with all aspects of coordinating large scale conferences and events at Engedi
- Lead a small to medium size team of volunteers who have a passion and skill set for showing our event guests gospel-motivated hospitality and helping people get connected in community

- Manage various forms of communication with volunteers and relevant staff members including emails, phone calls, texts, paper airplanes and in-person meetings
- Use Engedi's project management and database platforms with excellence and confidentiality to coordinate resources and logistics so that our volunteers feel like superheroes when they show up for our meetings
- Collaborate with other Engedi ministries, learn best practices, and inspire innovation
- Be an enthusiastic problem solver who loves tackling challenges, accomplishing goals and crushing deadlines

Other Expectations

- Participate in weekly staff prayer times (every Monday at 1:15pm)
- Participate in Monday staff meetings (monthly)
- Participate in monthly department meetings
- Participate in weekly spiritual formation class on Wednesday mornings
- Participate in weekly leadership class on Monday evenings
- Complete study materials including books, blogs, podcasts, etc as assigned
- Attend weekly worship gatherings, belong to a CABLE group, serve as a volunteer, give financially to the ministry of Engedi

Details

- Position is 15 hours per week. Schedule can vary based on event schedules.
- Position is from September 11, 2023 to June 10, 2024
- Reports to the Community Life Director

About Engedi

Engedi Church is a young, diverse, passionate and missional community of around 2,100 people who are committed to loving and serving God, our neighbors and the world. We preach the gospel, and we do our best to live it out. Since our inception in 2005, Engedi Church's mission has been to advance the kingdom revolution of Jesus worldwide. We have identified five core values we believe mark the advance of Jesus' kingdom in our midst (see engedichurch.com).

We believe God's original dream for creation was to create a community of people who

experience complete wholeness of mind, body, emotions and soul in Him, and deep, meaningful and diverse relationships with each other. Jesus began His ministry by announcing He had come to bring good news to the poor, to release the oppressed and to free the imprisoned. He called the experience of these realities living in the kingdom of God. The kingdom of God is an ever-expanding reality of those who are experiencing the restoration of what was lost at the Fall—harmony with God, within ourselves and within our relationships—all through the life, death and resurrection of Jesus. While full restoration won't occur until His return, Jesus invites us to both experience and extend restoration in the now. This is why Engedi exists.