



# Extend Global

Extending God's Kingdom  
Through Short-Term Missions

300 E. Sunshine, Suite B ♦ Springfield, MO 65807 ♦ 417-865-5442  
info@extendglobal.org ♦ www.extendglobal.org

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## Intern Description

**Job Title:** Summer Intern

**Reports to:** Extend Global President, Teams Coordinator

**Reported to by:** Appropriate Volunteers

### Job Summary

The Summer Intern will be responsible for training and leading teams, both internationally and domestically, as well as assisting with coordinating daily ministry logistics.

### Position Status

This is a flexible full-time summer internship, approximately 10 weeks/40 HPW, with mission travel expenses provided. Additionally, it is preferred, but not required, that the candidate be available part-time during the spring months to be trained in and assist with team coordination.

### Essential Functions and Percentage of Time Allocation

#### 1. Logistic Preparation

- a. Assist in making ministry arrangements for outreach projects. For example, creating a mutually agreed upon ministry schedule for each project. (5%)
- b. Assist in making food, lodging and travel arrangements for outreaches. For example, researching and booking hotels and airline tickets. (5%)

#### 2. Team Training

- a. Assist in teaching teams and team members the Biblical/Theological foundation for missions. (5%)
- b. Assist in equipping teams and team members with the ministry tools needed to carry out the purpose of each specific outreach project. (10%)
- c. Assist in equipping teams and team members with the cultural tools needed to function and minister in the context of each outreach project. (5%)
- d. Foster and develop team dynamics and unity. (15%)
- e. Assist in preparing teams and team members to face the security and logistic challenges of ministering internationally. (5%)



### 3. Outreach Leader

- a. Accompany approximately 2-3 outreach teams, enabling them logistically during a project of 10-28 days in length. (15%)
- b. Provide leadership and guidance in completing ministry tasks on and throughout an outreach project. (15%)
- c. Foster an environment of safety and spiritual growth for team members during an outreach project. (15%)
- d. Guide teams and team members in processing and applying what they have learned as the project comes to a close and they reenter daily life back home. (5%)

## Qualifications

### ➤ Education and Experience

The incumbent must have an understanding of the biblical basis for missions and previous experience in some kind of church ministry.

**Required:** A college Junior or equivalent age/experience, previous experience in short-term missions.

**Preferred:** Experience working with people of various cultural backgrounds, currently working toward a college degree in some form of Bible or Christian Ministry.

### ➤ Equipment

The incumbent must have the ability to learn and operate various forms of electronic equipment and/or software for the purpose of communication.

**Required:** Microsoft Office programs (Word, Excel, PowerPoint)

**Preferred:** Mac programs (Keynote, Pages, Numbers)

### ➤ Intern Characteristics and Working Conditions

The incumbent must have the attitude of a learner. He or she must be flexible as ministry work in general, especially missions, can be extremely fluid.

**Required:** Actively growing follower of Christ, passion for and commitment to the Great Commission, reliable, relational, works well with others, servant minded.

**Preferred:** Ability to communicate well with people of various backgrounds and cultures, positive attitude.

### ➤ Physical Requirements

This is an extremely physically active position. The incumbent must be able to sit, stand, and/or walk for long periods of time as international travel and ministry can be taxing. The incumbent must also be able to lift and exert force up to 50 lbs.