



CONVERGE

Job Title: Internship Program Coordinator
Department: Mobilization
Reports To: Jenny Bolinger, Candidate Manager
Staff Name: TBD
FLSA Status: Non-exempt
Prepared By: Jenny Bolinger & Jordan Bayer
Prepared Date: January 26, 2025
Approved By: Tim Ponzani
Approved Date: February 13, 2025

ABOUT CONVERGE

Converge is a movement of churches working to help people meet, know and follow Jesus. We do this by starting and strengthening churches together worldwide. For over 170 years we've helped churches bring life change to communities in the U.S. and around the world through church planting and discipleship multiplication, leadership training and coaching and global missions.

SUMMARY

The Internship Program Coordinator will help fulfill the mission and vision of Converge International Ministries by administering our [IM]PACT Global Missions Service Internship program. The internship program is designed to be an on-ramp for new global workers through a strategic internship experience within our initiatives. In accordance with our mission to help people meet, know, and follow Jesus by starting and strengthening churches





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- o Knowledge of social media trends and best practices. Staying updated with the latest trends to keep content relevant and effective.
- o Familiarity with relevant laws and regulations for internship programs
- **Personal Attribute**
 - o Detail-oriented with a strong attention to detail
 - o Proactive and able to work independently as well as part of a team



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information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to perform basic mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and listen. The ability to travel to destinations across the US as needed for tra (r)-3 as

