



## *GiveBack: Bridge of Hope*

### **Administrative Assistant Intern**

St. Louis, Missouri

#### **Short Description of Role:**

Bridge of Hope Ministries exists to make Kingdom connections: breaking down barriers of age, race, culture, economics, and education. We cultivate practical faith by meeting basic needs, providing service opportunities, and discovering Jesus' heart for urban communities together.

The Administrative Assistant will provide help to the BOH team in areas of financial record-keeping, scheduling, and office communication.

#### **Responsibilities:**

Work 20 hours/week on tasks including but not limited to:

- Participating in the daily activities, meetings, and relationship-building that happens at BOH
- Standardize processes related to ministry finances, helping to balance books, track receipts, record expenditures and donations
- Maintain Bridge of Hope Ministries Calendar, including scheduling appointments, scheduling and prioritizing meetings, preparing staff for meetings, assuring needed materials and information has been gathered
- Assist in developing and documenting daily, weekly, monthly routines for building maintenance, for staff meetings, for communication, and for activities
- Develop prioritized project list, coordinating with staff and volunteer labor, and assisting in clearly defining to do lists for project completion
- Assist in event coordination and communication
- Schedule volunteer groups (morning, afternoon, or day-long)
- Schedule work crews – extended stay (2 – 7 days)
- Upcoming schedule details, items needed for preparation for meetings, events
- Updating brochures, website, Facebook pages, needs lists; communicate vision and opportunities for involvement
- Before, during and after visits to ensure experience was meaningful
- Ensure that neighbors feel welcome, know general offerings of BoH
- Write grants, report on progress, research additional sources of funding

#### **Qualifications:**

- Interns who love Jesus and desire to live like Him in an urban context
- Interns who see potential in all people
- Interns who don't have it all together and are willing to seek answers within community
- Interns who desire to minister to the poorest of the poor within America
- Interns with a passion to learn and dig deeper into the "why" of surface issues
- Interns with guru administrative skills and insane flexibility to adapt to the needs of the moment
- Interns who love creative approaches to problem solving

**Compensation:**

The intern will need to raise \$1,000/month to cover their costs. If the intern chooses to figure out housing on their own, the amount designated for housing in their budget will not need to be added.

**Start Date:**

Ongoing, one year