



## Internship Job Description

<b>Title:</b>	Missions Department Intern
<b>Department/Team:</b>	Mobilization
<b>Reports To:</b>	Global/Local Engagement Lead
<b>Internship Period:</b>	12-15 Weeks
<b>Hours Anticipated:</b>	32-36 Hours
<b>Exemption Status:</b>	Non-Exempt
<b>Pay Status:</b>	Paid

**General Summary and Objective:** The Missions Intern will participate in learning opportunities with the Local and Global Engagement teams at Crossroads Christian Church. Our commitment as a staff is to live and love like Jesus. This internship will provide local and global missional learning opportunities that can be tailored to the individual's calling, experience, or internship requirements. (No Out-of-Country Travel is expected.)

### Essential Functions:

- Observe and participate in Crossroads' Missions (Local and Global) Ministry
  - Read and discuss resources that provides philosophical frameworks for Local and Global Engagement and spiritual formation
  - Participate in the development of a Missions Communication strategy, leveraging social media
  - Facilitate a communication process for Partner/Partnership Updates and Prayer Requests
  - Participate in planning and executing events/trips, including but not limited to Advocacy Team events, monthly Love Our Neighbor moments, learning experiences, partner update events, etc.
  - Participate in networking meetings, as possible.
- Support and engage with our multi-media story collection process.
  - Help with the design of the process to better communicate stories.
- Observe and participate in Local and Global staff meetings
- Observe and participate in Crossroads Staff Prayer times, Staff Chapel, and Staff Meetings as able.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Requirements** (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Administrative skills and attention to details
- Ability to work in harmony with staff & church members and provide feedback confidently
- Trustworthy, servant-hearted, flexible, with a sense of humor
- Ability to convey a positive professional image and to maintain confidentiality
- Undergraduate degree, in process or completed.

**Work Environment**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

**Physical Demands**

While performing the duties of this job, the intern is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers; and reach with hands and arms.

**Position Type/Expected Hours of Work**

This position is a full time 32-36 hours per week position. Typical working hours are Monday to Thursday 9 am-4 pm and Sunday 8 am-12:30 pm. There may be some required events that take place outside of these hours, but time can be flexed to keep hours in this range.

**Travel**

This position may require occasional traveling in Evansville.

*Revised: April 8, 2026*