



OUR MISSION...

To invest in the dreams of the poor in the world's underserved communities so that they might be released from physical and spiritual poverty.

OUR METHOD...

We offer savings services, small business loans, biblically-based business training, and mentoring and coaching from a Christ-centered perspective.

OUR MOTIVATION...

The love of Jesus Christ motivates us to care for the physical and spiritual condition of the poor.

EXECUTIVE INTERN

Job Description

CATEGORY: Domestic, Internship

REPORTS TO: Jeff Rutt (Founder, HOPE International | CEO, Keystone Custom Homes)

LOCATION: Lancaster, PA

JOB SUMMARY

In 1997, Jeff Rutt (Founder), CEO of Keystone Custom Homes (Keystone), founded HOPE International (HOPE). He continues to be involved with HOPE as Chairman of the Board while continuing with his responsibilities as CEO of Keystone. The Executive Assistant Intern is responsible to provide administrative and project support to the Founder, enabling him to leverage his time effectively.

PRIMARY RESPONSIBILITY

To promote and fulfill the mission and vision of HOPE International

SPECIFIC RESPONSIBILITIES

- I. Donor support
 - a. Assist in developing processes to enable Founder to engage new donor contacts and follow-up with existing contacts.
 - i. Liaise with HOPE International communications team in obtaining HOPE client stories to distribute to donor contacts.
 - ii. Develop and coordinate systems to ensure consistent donor engagement.
 - b. Develop creative means through which Donor can share the story of HOPE to new and existing donors.
- II. Administrative support
 - a. Undertake extensive research to assist in preparation for HOPE special events and speaking engagements.
 - b. Attend and prepare minutes for executive meetings for both HOPE and Keystone.
 - c. Prepare speeches and presentations for executive.

- d. Complete administrative projects as needed to assist the Founder and administrative assistant.
- e. Undertake special projects under the direction of the Founder.

MINIMUM QUALIFICATIONS:

- I. Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International
- II. Excellent oral, written, and public communication skills
- III. Ability to conduct high-level research and think strategically
- IV. Ability to handle fast-paced and dynamic work environment
- V. Foreign language skills preferred
- VI. Pursuing degree in business or other related field
- VII. Ability to take initiative and work independently