



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: Peter Greer (President, HOPE International)

LOCATION: Lancaster, PA

BACKGROUND

The "Pathways out of Poverty" exhibit is an interactive experience to educate and engage visitors about the problem of global poverty and to explore their role in addressing it. Located at HOPE's offices in Lancaster, PA, the "Pathways out of Poverty" exhibit is open to donors, students, tourists, and those interested in HOPE's mission. Walking through the exhibit, visitors will explore dwelling spaces and medical facilities representative of places individuals in poverty live in several of the countries in which HOPE works around the world. The exhibit also enables visitors to delve into the most relevant issues of today, such as sex trafficking and AIDs. Through an audio tour, visitors will be challenged to understand their role in addressing global poverty.

JOB SUMMARY

The Executive Intern is responsible to engage visitors and promote the "Pathways out of Poverty" exhibit as well as provide administration and project support to HOPE International's president, Peter Greer

PRIMARY RESPONSIBILITY

To promote and fulfill the mission and vision of HOPE International

SPECIFIC RESPONSIBILITIES

- I. "Pathways out of Poverty" exhibit curator
 - a. Host visitors as well as maintain the exhibit space
 - b. Assist in creating an engagement strategy for the exhibit by collaborating with the Marketing and Executive Teams
 - c. Track visitors coming through the exhibit throughout the summer
 - d. Network with area contacts to promote the exhibit space

- II. Donor support
 - a. Assist in developing processes to enable the President 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.
- III. Administrative support
 - a. Undertake extensive research to assist in preparation for HOPE special events and speaking engagements.
 - b. Prepare speeches and presentations for executive.
 - c. Complete administrative projects as needed to assist the President and administrative assistant.
 - d. Undertake special projects under the direction of the President.

MINIMUM QUALIFICATIONS:

- I. Personal confession of faith in Jesus Christ and commitment to the mission and vision of HOPE International
- II. Creativity and independence required
- III. Excellent organizational skills required
- IV. Ability to engage a variety of people in a variety of settings
- V. Excellent oral, written, and public communication skills
- VI. Ability to conduct high-level research and think strategically
- VII. Ability to handle fast-paced and dynamic work environment
- VIII. Foreign language skills preferred
- IX. Familiarity with the Lancaster area preferred
- X. Pursuing degree in business or other related field