



## Administrative Internships at World Impact's Headquarters

**Purpose:** The administrative internship with World Impact is designed to provide business graduates with working experience at a Christian non-profit ministry in inner-city Los Angeles. Business interns will focus on the demands of a religious, non-profit organization, which is dependent on fundraising, financial integrity and biblical stewardship of funds. The internship is a unique opportunity to gain experience in both administrative work and inner-city ministry training.

**Requirements:** Applicants must be at least 18 years old and living out a commitment to Jesus Christ as Lord. They must demonstrate a commitment to obey the Bible as their standard of living, and they must demonstrate a heart for Kingdom-building through a commitment to evangelism and discipleship.

### Instruction and Training

- Administrative Interns will work in the National Office in inner-city Los Angeles, CA.
- Administrative Interns gain experience in non-profit fundraising and donor relationships.
- Administrative Interns gain experience in all departments including accounting, human resources, marketing/public relations, computer/information technology, administration, and mailing operations.

Business opportunities currently include but are not limited to:

- **Accounting** experience includes: preparing grant applications, audit preparation, research and implementation of new regulations, and daily accounting tasks
- **Human Resource** experience includes: helping input & maintain summer staff hires, implementing safety programs for all World Impact ministries, gain exposure to labor law regulations
- **Administration** experience includes: daily mailing operations, helping populate a new property database, developing a unified DVD archiving system
- **Marketing** experience includes: developing a marketing strategy for the SonShine Shop (a World Impact thrift store), developing recruiting materials such as YouTube clips for various World Impact ministries, manage website text and photography, execute email campaigns, manage contact database, coordinate volunteer groups, develop World Impact's social media campaign
- **Computer/Technical** experience includes: cost analysis of purchasing new software, assisting with various network administration, and desktop maintenance

**Application / Interview:** Applications are accepted at any time. To apply, please contact Personnel Director at [hr@worldimpact.org](mailto:hr@worldimpact.org) or (323)735-1137 x125. Interviews will take place at the National Office located in Los Angeles, CA.

- Deadline for applications: **May 1<sup>st</sup>**;

**Financing:** Interns raise 100% of their expenses. A single receives \$650 per month. This amount may be adjusted to include costs for operating a vehicle, vehicle insurance and individual health insurance plan.