



Internship Positions Summer 2024

ACCOUNTING

Primarily, this position is open to current college students with a graduation date during or before summer 2024 and who are majoring in Accounting or Finance, with background and interest in developing an array of skills in a professional mission-oriented environment. This position will provide hands-on experience in the field with specific exposure to revenue, payables, general ledger analysis, yearly audit support, monthly reporting, data entry in accounting software, and ad-hoc projects requested by the Accounting Managers, the Finance team, and various departments as needed.

A successful candidate will have experience from advanced accounting courses and/or prior internships, a high attention to detail, a desire to learn and gain exposure to numerous aspects of accounting, basic comfortability and experience with Excel, and a desire to grow in faith through a Christ-oriented work environment striving to fulfill the Great Commission.

Compensation: Accounting interns will receive a competitive hourly wage and an additional stipend for rent and/or travel.

GIFT OPERATIONS

Gift Operations is a service-oriented department that helps missionaries and donors with their giving questions through email and support tickets. With great care, Gift Ops processes all the gifts donated to FOCUS which are fundraised by the hard work of the missionaries. The intern responsibilities would include but are not limited to filing, scanning, delivering mail, helping to clean up data, and sending out mailings.

Ideal for applicants with high attention to detail, steadiness, patience, and an eye for correctness.

Compensation: The Gift Operations intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

IT - WEB DEVELOPMENT

The IT-Web Development intern position is perfect for someone with a sharp mind and technical skills to grow in various aspects of front and back-end web development. The Web Development Intern will aid in updating and creating the applications overseen by our team, assist in other web-related projects as necessary, and experience how our team lives out Mission through our work at the Support Center. Projects may include, but will not be limited to writing custom HTML, PHP (Laravel), CSS, and JavaScript for existing websites and applications; designing, recommending, and pitching improvements to new and existing features; writing SQL scripts to create custom data sets; and designing web-based graphical reports using complex data and filtering.

Qualifications: Pursuing an Undergraduate degree in a technical field and experience with relational databases (PostgreSQL), front end web development (HTML / CSS), JavaScript / jQuery / Vue, HP Framework (Laravel), version control (git / Mercurial), and Linux and Windows server administration.

Compensation: The IT intern will receive a competitive hourly wage and an additional stipend for rent and/or travel.

DONOR COMMUNICATIONS - OPERATIONS

FOCUS relies heavily on the generosity of our Donors, and it is our mission to know, care, love, and take our Supporters on mission in our daily work! The Donor Communications - Ops intern will be expected to aid in that mission by communicating with and stewarding our generous supporters through phone, email, and daily administrative tasks. This will require excellent communication skills over the phone and through email with a willingness to learn our systems and processes to serve our Donors and Staff. Other daily/weekly tasks may include supporting the onboarding of new missionaries and donors by working in our database or acknowledging donors through written or verbal communication.

Compensation: The Donor Communications - Ops intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

DONOR COMMUNICATIONS - CREATIVE

The Donor Communications Creative intern will be tasked with writing and document layout/design responsibilities in order to build FOCUS' relationships with national benefactors, a key source of revenue. He/she will use storytelling and creative design in materials to share FOCUS' work on campuses across the country. His/her general support in writing and document design will be a strong aid in bringing benefactors closer to Christ and the mission of FOCUS. Creating and maintaining strong relationships with our benefactors is crucial to developing a healthy revenue stream and this position will play a key supportive role in this process.

Familiarity with Adobe Creative Cloud Apps (InDesign, Illustrator, Photoshop) and Microsoft Office (Word, Excel PowerPoint) is preferred but not necessary. Opportunity to learn the basics in these programs will be provided.

Compensation: The Donor Communications intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MARKETING - SOCIAL MEDIA

The Social Media intern is part of the social media team and assists in coordinating the creation and delivery of digital content while assisting the planning and controlling of scope, budget, and time schedules. Intern assists and works closely with the Social Media and Digital Content Manager on the day-to-day development and execution of social /digital content and campaigns to market conferences, programming, and evergreen campaigns and to meet key objectives. This position will generate best in class content for delivery to all social media platforms. This position will also help establish a quality standard for all digital marketing content across all FOCUS digital media channels.

Compensation: The Social Media intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MARKETING - DIGITAL CONTENT

The web/digital marketing intern will be part of the Marketing team and will assist with website management, content creation, and projects relating to FOCUS marketing technology platforms. The web/digital marketing intern will also assist with the planning and execution of digital marketing campaigns.

Qualifications: Students currently pursuing degree in marketing, communications, or similar area of study, strong technical ability and comfortable learning and working in various technology platforms, proficiency with Adobe Creative Suite, experience with CMS platforms such as WordPress, and a basic knowledge of HTML, CSS strongly preferred

Compensation: The Digital Content intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MARKETING - GRAPHIC DESIGN

The Graphic Design intern will be part of the Marketing team and will assist with brand management, content creation, and projects relating to FOCUS marketing design needs and initiatives. The graphic design marketing intern will assist in providing hands-on graphic design execution and being a brand steward by relating, reviewing and making decisions according to FOCUS brand standards.

Qualifications: Students currently pursuing degree in graphic design, art, marketing or similar area of study, desire to learn and get hands-on experience working for an in-house, non-profit marketing department, excellent written and verbal communication skills, proficiency with Adobe Creative Suite, particularly Indesign and Illustrato.

Compensation: The Graphic Design intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

FORMATIVE ENTERPRISES - SPONSORSHIPS

The Formative Enterprises (FE) Sponsorships intern will be expected to support the work of the Sponsorships department through securing financial support, in-kind donations, and strategic partnerships with corporations and businesses aligned with our mission. You will develop and execute sponsorship strategies, cultivate relationships, and oversee the fulfillment of sponsorship agreements.

Compensation: The Formative Enterprises intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

HUMAN RESOURCES - ADMIN & OPERATIONS

The HR – Admin/Operations intern will be expected to assist with the details of onboarding new staff, data system updates, and other HR related projects. He/she will have the opportunity to learn about various HR functions and to collaborate with other departments. In addition, they will work closely on the Talent and Leadership Development team to help optimize talent within departmental structures.

Ideal candidates for this position have both an attention to details, ability to maintain confidentiality with high volume of sensitive material, and an interest in employee engagement.

Compensation: The HR –Operations intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

FORMATION - DIGITAL CONTENT

The Formation Department – The Digital Content intern plays a key role in planning and creating videos to help advance the Gospel. This intern will be tasked with creating YouTube videos, organizing archive footage, and identifying trends with the YouTube algorithm.

Compensation: The Formation intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

EVENTS - NEW STAFF TRAINING

Each summer, FOCUS equips all of our first and second year missionaries for their role as campus missionaries at an in-person training called New Staff Training. Events -- New Staff Training (NST) interns are an integral part of the Events team supporting NST through event-execution, video production, administrative organization, VIP care, and graphic design. Be transformed through FOCUS' world-class formation as you live, pray, and learn at NST. Much of the internship will involve working on the committee structure at NST, facilitating events, and participating in the summer of formation alongside the other interns and missionaries at your location. Applicants must be a current college student, sophomore-level or above, by the beginning of the Fall 2023 semester.

Please note: This internship takes place mid-May through the end of June at our various New Staff Training locations across the country. Placement subject to the discretion of the Events team.

Compensation: Events--New Staff Training (NST) interns will be given free room and board for the entirety of their stay in at New Staff Training, and they will receive a stipend from FOCUS upon successful completion of NST.

MISSION DEVELOPMENT EVENTS - BENEFACITOR ENGAGEMENT

The Mission Development Events intern plays a crucial role in planning events that invite our benefactors deeper into the mission of FOCUS. The benefactor engagement intern will assist the team with various event planning projects pertaining to FOCUS benefactors, including (but not limited to) menu planning, coordinating welcome gifts, communicating with vendors via telephone and email, designing room layouts, and other tasks as needed.

Compensation: The MD events intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.

MISSION DEVELOPMENT EVENTS - COMMUNICATION

The Mission Development Events & Communication intern plays a crucial role in engaging our benefactors to invite them deeper into the mission of FOCUS. The intern will support the MD Events team with various event planning projects pertaining to FOCUS benefactors, including (but not limited to) menu planning, coordinating welcome gifts, communicating with vendors, designing room layouts, and other tasks as needed. The intern will also assist the MD Communication and Engagement team with benefactor reporting, research, and communication projects as needed.

Compensation: The MD Events and Communication intern will be asked to fundraise \$4,000 by May 1, 2024, and will receive an additional \$750 stipend from FOCUS upon achievement of fundraising goal.