

Reservoir Church is a dynamic, multiethnic, inclusive, Jesus-centered faith community in North Cambridge, Massachusetts. Four to five hundred people attend our weekly Sunday services and programs. We host thirty community groups and are involved in many local and global partnerships as well. In all that we do, we aim to inspire people to discover the love of God, the joy of living, and the gift of community. For more information on our community, visit us at <http://www.reservoirchurch.org/about/>

Job Posting

Title: Administrative and Ministry Intern

Start Date: TBD, preferably early August 2016

Reports To: Senior Pastor and Business Manager

Position Summary

We are looking to launch a two-year internship for a gifted individual interested in a future in non-profit management or ministry. Our intern will work at the church approximately thirty hours a week. Roughly two thirds of the work will be administrative, supporting our senior pastor and business manager in office and data management, Sunday and other event production, and new person welcome. Roughly one third of the time will be a mentored experience working with a staff member or ministry.

As part of the experience, the intern will be able to receive a free MBA through TechMission's MBA Fellows Program, in conjunction with Bakke University. We are also open to exploring other mutually beneficial versions of an internship partnership that could net our intern a bachelor's or other Master's degree.

Our preferred candidate will:

- Highly organized and detail-oriented
- Fast turn-around time on day-to-day office and production tasks
- Eager for a two-year growth opportunity
- Passion for Jesus-centered faith and our church's unique faith community
- Social media and technology savvy
- U.S. citizen or lawful permanent resident alien of the United States

Pay and Benefits

Position includes health and other benefits, as well as all fees paid for the Tech Mission MBA Fellows program and degree. Pay is \$15/hour.

Application Instructions

Please direct inquiries or applications (cover letter, resume, and writing sample) to Steve Watson, Senior Pastor. (steve@reservoirchurch.org) Application deadline is August 15, 2016, but applications will be considered as they arrive.