



Job Description – Orphan Care and Advancement Intern (Temporary Position)

Position requires the successful completion of an extensive criminal background check.

SUMMARY

The Orphan Care and Advancement Intern is responsible for support and advocacy of our Orphan Care Programs. The intern will work under the task supervision of the Comprehensive Campaign Director and management supervision of the Vice President of International Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports the Orphan Care, Sponsorship and Missions programs through written, phone, email and/or in-person engagement.
- Serves as the support contact for orphan care sponsors, mission trip applicants, and other donors as requested.
- Collects, inputs and tracks data for orphan care sponsorships and contributions, mission trip inquiries, advocate initiatives, advancement events, and church partners. Prepares periodic reports.
- Provides administrative assistance to all Advancement team members.
- Maintains accurate data entry in all donor software systems.
- Supports the coordination events for prospective donors.
- Assists in the production and distribution of materials and communication for advocates, event hosts, mission trip leaders and mission trip participants.
- Assists in the production and distribution of donor acknowledgements, quarterly sponsorship updates, and appeals.

- Promotes AGCI orphan care and missions in churches, businesses and organizations, as assigned.
- Surveys previous interns and engages them with AGCI's ongoing ministry.
- Opportunity to participate in international short-term mission trip.
- Participates in the Vision & Call internship program's overview process including observation, training, individual reading and research, special projects, written reports, and direct work experience. The six-stage overview process will include contact time with senior management staff and projects associated with each stage:
 - 1) Initial Inquiry;
 - 2) Pre-Adoptive Study and Parent Education;
 - 3) International and Domestic Adoption Process;
 - 4) Post-Adoption Reporting and Support;
 - 5) International Adoption Law and Finance;
 - 6) Orphan Care, Missions and Resource Development.
- Participates in individual and group mentoring and training including regular management and clinical support meetings, vocational conversations, internship trainings, and transition interviews.
- Displays excellent communication skills including writing, presentation, and listening abilities; displays ability to remain calm and courteous under pressure.
- Respectfully takes direction from the Comprehensive Campaign Manager, Sponsorship Coordinator and the Vice President of International Programs.
- Maintains punctual, regular and predictable attendance.
- Works across all departments with a spirit of cooperation to collaborate on marketing and communications projects; manages requests, changes and approvals on all projects.
- Other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university in international studies, business, marketing or related field.

Preferred direct connection to adoption (adopted person, immediate family member adopted, other adoption-related experience).

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write error-free reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, supervisors, donors/sponsors, clients, vendors, organization partners, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Calculates currency conversion, discounts and interest, when needed.

COMPUTER SKILLS

Job requires advanced basic computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, use of internet, communication by e-mail and scheduling software. Requires ability to learn and become proficient in Giftworks fundraising database software program and SAM adoption database software program.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work with and protect extremely confidential files and information and have the appropriate discernment regarding handling issues of varying complexity and sensitivity.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license and ability to supply appropriate documentation/identification to travel authorities when traveling domestically and internationally.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use stairways to climb to multiple floors within office building, use hands and

fingers to keyboard or dial, reach with hands and arms, and talk or hear. The employee must infrequently lift and/or move up to 50 pounds and up to 100 pounds while traveling. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus, especially with frequent computer use.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate; noise levels in travel could range from quiet to extremely loud.

The work environment while traveling domestically or internationally could contain a number of environmental factors, including, but not limited to: outdoor weather conditions (extreme hot/cold), work in countries with high incidence of illness/disease or poor living conditions of the inhabitants, political unrest/danger and physical obstacles and/or hazards.