

# **SOCIETY OF ST. ANDREW**

## **HARVEST OF HOPE PAID SUMMER INTERN**

*The Society of St. Andrew is a domestic hunger-relief ministry based in Big Island, Virginia. Harvest of Hope is the mission retreat program of SOSA. HOH events are held for junior-high youth, senior-high youth, college students and young adults, as well as intergenerational groups.*

**LENGTH OF POSITION:** 8 to 10 weeks between June and August 11, 2017 (start and end time can be modified some according to availability)

**PRIMARY SUPERVISOR:** Harvest of Hope Director

**COMPENSATION:** \$400/week

**TRAVEL:** Intern needs his/her own car and will be reimbursed for trips. Airline travel, if necessary, is provided.

**HOUSING:** We will make every effort to find the intern a family or dorm housing where he/she can stay while interning if needed.

**JOB DESCRIPTION:** Primary responsibility is to the Harvest of Hope program. Intern will be working at the Society of St. Andrew office in Big Island, Monday through Friday, 8:00-4:00 when not at Harvest of Hope events.

### **JOB RESPONSIBILITIES:**

- Attend Harvest of Hope events as a representative of the Society of St. Andrew and act as a consultant for the leadership team, assisting in whatever ways present themselves as necessary; such as, leading worship, playing guitar, leading small groups etc. Musical talent preferred
- Perform pre-event in-office duties, such as writing letters to leaders and participants, holding leadership meetings when necessary, compiling event materials, confirming activity schedules for upcoming events, and checking on last-minute details
- Complete post-event work, such as writing follow-up and thank-you letters, event reports, and evaluations
- Aid with planning and preparing for Fall events

### **JOB QUALIFICATIONS**

- Good communication skills; oral and written
- Strong organizational skills
- Detail oriented
- Basic computer skills with familiarity of Microsoft Excel, Word and Access a plus
- Minimum of 2 years college
- Experience working with youth (Middle through High School) a plus

**For more information or an application, please contact –Rachael Lee, Director of Harvest of Hope, at (434) 299-5956 or email her at [sosahoh@endhunger.org](mailto:sosahoh@endhunger.org) or**

**Download the application form as a pdf.**