

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 10, 2018 (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
- Team Player
- Basic computer skills with familiarity of Microsoft Excel, Word and Access a plus
- Social Media experience a plus
- Minimum of 2 years college
- Experience working with youth (Middle through High School) a plus

**To apply please send resume and cover letter to sosahoh@endhunger.org
For more information, please contact –Rachael Lee, Director of Harvest of Hope, at (434) 299-5956 or email her at sosahoh@endhunger.org**