

Intern (Non-Scholarship)

JOB DESCRIPTION

Job Title: Intern

Job Summary: JFA Interns serve God by speaking up for those who cannot speak for themselves (Prov. 31:8) through the regular practice of JFA's twin passions: creating life-changing dialogue at outreach events and training others to do the same. Interns also spend a portion of their work time doing various office tasks, assisting with the projects of JFA Staff, fundraising, and learning about the culture of JFA.

1. ESSENTIAL FUNCTIONS of the Job (in order of importance)
 - a. Participate in JFA outreach activities as directed. This includes JFA's large exhibit outreach events at least once per month (approximately 7 days of travel per month) and JFA's smaller outreach activities at least once per week.
 - b. Participate in JFA seminar, presentation, and workshop activities, as directed.
 - c. Achieve Trainer Certification (Level 1: Skilled Dialogue Person; Further levels as directed [Level 2: Mentor, Level 4: Speaker])
 - d. Consider your interest in working for JFA beyond the internship and apply if interested.

2. OTHER ESSENTIAL FUNCTIONS of the Job
 - a. Raise funds for JFA, particularly all funds necessary to compensate you for your work with JFA, as determined by JFA's Support Goal Worksheet.
 - b. Be a practicing Christian.*
 - c. Employ the three essential skills (listen to understand, ask questions with an open heart, and find common ground when possible) throughout JFA activities, but especially during JFA outreach events.
 - d. Participate in daily prayer*
 - e. Participate in weekly staff meeting*
 - f. Uphold JFA's Statement of Faith including statements regarding both belief and practice*
 - g. Uphold JFA's commitments to non-violence* (Workplace Anti-Violence Policy and Condemnation of Abortion-Related Violence)
 - h. Be a Christian role model to volunteers at outreach events**
 - i. Give leadership as a mentor at seminar and outreach events, according to your level of certification
 - j. Work in the Wichita, Kansas office

3. MARGINAL JOB FUNCTIONS:
 - a. Help with JFA mailings (sealing envelopes, printing newsletters, etc) as directed.
 - b. Help JFA staff with other projects, as directed by your supervisor.

4. SKILLS REQUIRED TO PERFORM THE DUTIES OF THE JOB:
 - a. Competence in using Windows computers.
 - b. Competence in operating a cell phone.
 - c. 10th grade competence in reading and writing.

5. EDUCATIONAL REQUIREMENTS NEEDED TO PERFORM THE DUTIES OF THE JOB:
 - a. College degree preferred. Some exceptions will be made.

6. WEIGHT LIFTING (OR OTHER PHYSICAL) REQUIREMENTS TO PERFORM THE DUTIES OF THE JOB:
 - a. Some light lifting during outreach events.

7. LICENSING OR OTHER SPECIAL CERTIFICATIONS REQUIRED:
 - a. None

* denotes all JFA staff have this function

** denotes all JFA staff who dialogue at outreach events have this function

*** denotes description of duty is in separate document

Job Description Approved by:

Signature/Title: Date:

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