

## Cooperative Baptist Fellowship

**TITLE:** Church Engagement Intern

**EMPLOYMENT STATUS:** Intern; Non-Exempt

**DEPARTMENT:** Church Engagement

**RESPONSIBILITY:** Supports the work of the Church Engagement Team

**REPORTS TO:** Manager of Leadership Development

**RELATES TO:** Church Engagement Team (Primary); Church & Partner Relationships Team; Ministries Staff; Global Mission Staff; and other CBF constituency

**SUPERVISES:** N/A

**DUTIES (prioritized):**

1. Provides support for Mission Education Resources (*Affect, Form, Inspire, Prayers of the People, Spark*) and the editorial production including maintenance and support of the CBF Store, providing customer support to CBF constituents, and other needs as assigned. Responsible for maintaining constituency information in CBF CRM. (25%)
2. Provides support for CBF Fellows including communication with cohort and facilitators, logistical needs for cohort's travel and accommodations with CBF Travel Agent, assist with on-site needs at cohort gatherings, assist with application process for new cohorts and other needs as assigned. Responsible for maintaining constituency information in CBF CRM. (25%)
3. Provides support for ChurchWorks annual event including registration support, logistical support, communication with leadership, and on-site support where needed during event, as well as evaluation and data storage post-event. Responsible for maintaining constituency information in CBF CRM. (20%)
4. Provides support for General Assembly events including workshop and FaithTalks application process, planning logistics for workshop and FaithTalks leaders, communication with workshop and FaithTalks leaders and event planner, on-site needs during event, as well as evaluation and data storage post-event. This also includes providing support for networking breakfasts and other needs as assigned. Responsible for maintaining constituency information in CBF CRM. (20%)
5. Provides support to Church Engagement Team for process and logistical needs as developed. Supports other departmental assistant staff as needed or (5%)
6. Provides support to CBF Networks where needed. Responsible for maintaining constituency information in CBF CRM. (5%)

**INDEPENDENCE:** 3

**REQUIREMENTS:**

**EDUCATION:** Bachelor's degree required or equivalent experience.

**EXPERIENCE:** Some experience in similar field with similar duties.

**SKILLS:** Excellent verbal and written communication skills;  
Ability to interface professionally with all levels of the organization;  
Dedication to outstanding customer service;  
Attention to detail and accuracy with organizational skills;  
Capable of multi-tasking with a sense of urgency regarding deadlines;  
Ability to problem-solve with some assistance;  
Proficiency in MS Office (Word, Outlook, Excel, Publisher, & PowerPoint);  
Knowledge of Salesforce (CBF's CRM) is preferred but not necessary;  
Knowledge of Wordpress (CBF's website host) is preferred but not necessary;  
Good decision-making abilities;  
Exemplary Christian character and integrity with commitment to the mission of CBF.

**COMMITMENT:** Cooperative Baptist Fellowship is a fellowship of Baptist Christians and churches who share a passion for the Great Commission of Jesus Christ and a commitment to Baptist principles of faith and practice. The work of this position exists to further this CBF commitment.

**ACKNOWLEDGEMENT AND AGREEMENT WITH ABOVE JOB DESCRIPTION:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date