

**POSITION DESCRIPTION
COOPERATIVE BAPTIST FELLOWSHIP**

TITLE:	Young Baptist Ecosystem Intern
EMPLOYMENT STATUS:	Part-Time; Non-Exempt
DEPARTMENT:	Ministries

RESPONSIBILITY: Responsible for providing administrative support to CBF's Young Baptist Ecosystem Director. Contribute to the success of the Congregations and Leadership Team as it relates to churches, constituents, clergy, seminarians, etc.

REPORTS TO: Director, Young Baptist Ecosystem

RELATES TO: Ministries Staff, Global Missions Staff, CBF Staff, State and Regional leadership, young Baptists, churches, other constituents, partners

SUPERVISES: No one

DUTIES:

1. Assist CBF's Leadership Scholar Program (30%)
 - a. Process applications for the Vestal Scholarship, the At-large Scholarship and the School-directed scholarship.
 - b. Support scholars throughout the year through direct communication.
 - c. Work directly with CBF partner theological and divinity schools to promote and aide in their application process
 - d. Manage travel stipends and event attendance
 - e. Manage electronic and paper files.
 - f. Create more efficient systems for processing applications, enrollment verifications, etc.
 - g. Enlist and equip scholars for General Assembly leadership.
2. Young Baptist Events and Retreats (Selah Vie, CBF Days, Seminarian Retreat, General Assembly programs) (30%)
 - a. Manage registration and travel for all events.
 - b. Assist in program development for all events.
 - c. Work with CBF Communications to promote all events.
 - d. Attend and give leadership at both Selah Vie, Seminarian Retreat, General Assembly and possibly some CBF Days
3. Young Baptist Ecosystem Development (30%)
 - a. Input and Manage data
 - b. Generate and maintain reports
 - c. Update web content
 - d. Work in a collaborative manner with CBF communications and advancement offices to promote the Young Baptist Ecosystem
 - e. Provide general administrative support as needed for other aspects of the Young Baptist Ecosystem.
4. Perform other duties as assigned (10%)

INDEPENDENCE: 1...2...3...4...5...6...7...8...9...10

REQUIREMENTS:

EDUCATION: Required college junior or above; Seminary student preferred.

EXPERIENCE: 1-2 years of administrative experience and hands-on ministry involvement preferred.

SKILLS: Exceptional verbal and written communication skills.
Attention to detail and accuracy with above average organizational skills.
Capable of multi-tasking with a sense of urgency and prioritization.
Ability to collaborate and to work as a part of a team.
Strong interpersonal and customer service skills required.
Ability to interface professionally with all levels of the organization.
Advanced proficiency in MS Office (Word, Excel, and Outlook), Power Point and Raisers Edge preferred.
High level of comfort and interaction with web CMS and social media; advanced preferred.

OTHER REQUIREMENTS:

A dedication and commitment to exemplary CBF service excellence initiatives.
Exemplary Christian character and integrity with a committed life wish to the mission and ministries of the Cooperative Baptist Fellowship.
Able to work at least 20 hours per week.
Able to lift 25lbs.
Able to travel for events.

COMMITMENT:

The 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