



SAN CLEMENTE

Calvary Chapel

Internship Description

Title: Event Management Intern

Department: Outreach

Reports To: Holland Davis, Senior Pastor

Status: Intern

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all skills, responsibilities and duties required of the position. All internships are non-paid. Interns are expected to attend Sunday and Thursday services along with any other events as required by the area of service.

Position Summary

The Event Management Intern will assist the Senior Pastor in managing monthly events and special events including holiday services. He/She must be capable of multi-tasking and have strong communication and administrative skills.

Responsibilities and Duties

- Planning and executing details of events
- Contact and maintain communication with ministry leaders and volunteers
- Work with a team to determine vision for planning, marketing and execution
- Attend events as needed to provide oversight

Qualification Requirements

- Proficient in Microsoft Office programs (Word, Excel, Power Point, etc.)
- Editing, proofing and typing skills
- Self starter with strong interpersonal communication skills
- Organized and creative
- Must be flexible in working both independently and as part of a team
- Flexible schedule with event availability

Education

Must be a recent graduate or currently enrolled at least part time as a college or university student studying Leadership, Communications, Marketing or a program of similar nature

Time Commitment

10 to 15 hours per week, per semester

Benefits

- Experience in a non-profit work environment
- Develop and refine professional event management skills
- Experience in a church planting / mobile church environment

Contact
Holland Davis
Internship Program Director
Holland@calvarysancllemente.org
(949) 533-4656