

2021-2022 non profit administration intern

United Campus Christian Fellowship, Grand Rapids Michigan has an non profit administration internship position for the 2021-2022 academic year.

Requirements: A willingness to participate in the nonprofit aspects of campus ministry is all that is required. Applicants may be non profit administration majors (undergrad or grad level) or other related majors. Persons considering seminary or other post graduate programs may also apply. Graduates considering post grad nonprofit programs may also apply. No prior ministry experience is expected.

About United Campus Christian Fellowship: We are a multi campus, multi denominational campus ministry in the process of emerging from two existing campus ministries; True North Campus Ministry (PC USA) and the Wesley Fellowship at GVSU (United Methodist). A new ministry denominational partner ELCA is joining us this summer. We plan to invite other denominational partners to join us.

We are a progressive Christian campus ministry. We value interfaith work. We welcome and affirm LGBTQ persons fully in the life of the church and in our work. We take the Bible seriously but not literally and our Bible study reflects that. We are committed to social justice. We value and practice a ministry of presence and relationship. We value and practice hospitality. We are a mission to and for students, and also the faculty, and staff at colleges and universities where we serve.

Students from a variety of theological perspectives- from conservative evangelicals, to Roman Catholics, to agnostic/atheists, in addition to denominationally affiliated protestant Christians take part in our activities. We respect the diversity of faith perspectives in the persons we serve. We are not on campus to create students who think as we do. Our goal is to help students think deeply and seriously about their faith and how it impacts all aspects of their life- whatever that faith tradition (or no tradition) they profess.

UCCF is an unusual campus ministry, in that we serve three different higher education institutions- Grand Rapids Community College, Kendall College of Art and Design, and Grand Valley State University. The distinct needs and cultures of each school shapes how we do ministry at that school. We work collaboratively with other organizations on campus-in particular with interfaith groups and LGBTQ groups. We also partner with other religious and non religious organizations in programs and events where we share similar values.

The Internship:

The Nonprofit Administration Intern will be involved in the growth and development of a new nonprofit campus ministry that results from merging two existing campus ministries.

This is an administrative internship. There is no requirement for the intern to provide leadership for the programs or events of the campus ministry. However, attendance at some ministry events will help the intern better understand the work of the ministry.

The intern will work approximately 10 hours per week during the academic year, beginning mid to late August 2021 through late April 2022. The exact start and end dates will be arranged with the intern.

This nonprofit does not have a physical office. Meetings, supervised work, etc will take place on campus or other public spaces. Some of the intern's work can be done at home. The Intern can, within reason, perform internship tasks around their other responsibilities. There may be occasional meetings during evenings or weekends.

We are willing to work with your institution and you to make this a "for credit" internship. We offer a \$2000 stipend (\$ 1000 per semester).

UCCF is a small non profit without layers of administration. We have one full time, and one half time paid staff. There is a volunteer board of directors. Intern will work closely with the campus ministers. We value collaborative and collegial relationships. We will be mindful to assign tasks within intern's abilities, but also with the objective to provide reasonable opportunities for challenge, and growth. New and/or creative ideas are welcome and encouraged. Trying and "failing" are opportunities for reflection, adjustment and growth. This will be an opportunity to take classroom learning and apply it to real situations.

Some areas of focus for the intern might include:

- Legal aspects of creating 501c3 nonprofit, dissolving previous non profits (including timing, etc)
- Assist in writing, editing necessary documents; constitution, bylaws, policies and procedures with attention to legal requirements and ethical concerns.
- Grant exploration and grant writing.
- Branding/marketing; helping plan and implement rollout of non profit, identify various constituencies (students, funders, religious judicatory bodies, etc)
- Website, social media developing social media presence
- Best practices for merging databases, social media accounts, email accounts, etc
- Donor management/ fundraising involvement in crafting fundraising appeals, organizing fundraisers, donor management, outreach, newsletters, etc
- Developing alumni relationships;
- Cultivating and growing relationships with supporting congregations.
- Non profit board growth and management.
- Institutional relationships with colleges and universities.

Please send a cover letter and resume to Nancy Janisch, M Div. Director of Campus Ministries at nancy@truenorthonline.org.