

Goshen College Job Description

Job Title:	Faith Outreach Internship
Department:	Merry Lea Environmental Learning Center of Goshen College
Work Location:	Merry Lea Environmental Learning Center and other appropriate settings
Reports to:	Leader of Mennonite Creation Care Network and Director of Pastoral Ecology
Classification:	Summer intern
Date :	February 8, 2018

Job Summary:

The Faith Outreach Internship is a full-time summer internship for current students with an interest in climate action, faith outreach within the Mennonite Church and coalition building. The student will support the work of the Center for Sustainable Climate Solutions and Mennonite Creation Care Network by building relationships with congregations open to climate action. Communications, networking and administrative tasks will make up the bulk of the work day. The Faith Outreach Internship is based in Wolf Lake, Indiana, and includes housing and a monthly stipend.

Essential Functions:

- Assist director of pastoral ecology with research related to climate change.
- Assist director of pastoral ecology with logistics for events.
- Seek out and communicate with congregations that may be interested in joining MCCN.
- Conduct interviews and write feature stories for Mennonite Creation Care Network.
- Assist with communication tasks such as maintaining the MCCN Facebook page and finding resources for the newsletter.
- Plan and publicize a church-wide activity related to climate change.

Education and/or Experience:

- Priority is given to students who have completed at least one year at Goshen College, Eastern Mennonite College or a Mennonite seminary.
- Academic success at the college level.
- Coursework in one or more of the following: writing, communications, public relations, environmental science, sustainability, theology.
- Previous work experience in an office/professional setting preferred.
- Familiarity with congregational life and interest in learning more about church contexts as they relate to social change.

Skills Required:

- Grasp of the Christian faith and an interest in creation care from a Christian perspective.
- Interest in environmental issues—particularly climate change.
- Strong writing skills; familiarity with Microsoft Office programs and social media.
- Professional social skills: particularly comfort with initiating phone conversations.

All of the essential job functions subject to reasonable accommodation. All job requirements listed indicated the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation. This position description may change at the option of the supervisor (or department head). Any major change will result in the position being reviewed for reclassification.

Prepared By: Jennifer Schrock

Approved By:

I have read and understand the contents of this job description and am able to fulfill it with or without mutually agreed and reasonable accommodation.

Print Name: _____

Date: _____

Signature: _____