



Programs Intern – Job Description

The Arrow Leadership Program™ is a world-class Christian leadership development program that includes on-site and online learning experiences, practical leadership training, 360-degree assessment feedback, a personalized leadership development plan, life-changing mentoring relationships, on-going academic education, and more.

The Sharpening Leaders Initiative™ is a new and growing leadership development program for Christian organizations and teams in their context focusing on personal, team, and organizational leadership.

Arrow Entrepreneur is a new program currently being developed for Christian business owner entrepreneurs to bring Jesus-centered leadership to the marketplace.

The Programs Intern will work collaboratively within the Programs Team to perform a variety of administrative and support duties to ensure the exceptional and timely execution of Arrow Leadership programs.

Distinguishing Characteristics

Arrow Leadership's values are the distinguishing characteristics we seek to identify, encourage and develop in all team members:

- Kingdom first
- Purposefully relational
- Cultivating trust
- Wholehearted service
- Intentionally collaborative

Internship Role and Responsibilities

The Program Intern will work collaboratively with the Director of Programs and the Programs Administration Team on various projects and develop skills in the following areas:

Event Preparation & Delivery

- Prepare and assemble program materials and supplies
- Coordinate shipping and tracking to and from events
- Prepare and monitor project details and tracking
- On-site administrative support for program events

Digital and Social Media Platforms

- Data entry (Sales Force)
- Document formatting and proofing
- Assist with online learning management system (Moodle)
- Technical assistance with virtual meetings, learning calls and webinars
- Preparing social media content and posts
- Organizing files (documents, pictures, webinars, etc.)
- Survey formatting and reports

Collaboration with Program Administration Team

- Monthly administration training
- Attention to priorities, workflow and follow-up to ensure all commitments are met
- Proactive solutions and problem solving to provide resolutions
- Fostering a positive and collaborative work environment to support and help one another
- Special projects with the Directors of Programs and Engagement Team as required

Reporting

The Director of Operations provides oversight for the Intern Program at Arrow Leadership. Each intern will report directly to the Director of Operations with collaborative input from the relevant leadership team members engaging and interacting with the intern.

Lead Different. Because Jesus-centered leadership changes everything.