

# Program Intern - Administration

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**Category:** Part-time Internship

**Location:** Abbotsford, BC

**Reporting Relationships:** Director of Programs

## Make a Kingdom Impact!

Arrow Leadership Ministries exists to develop Jesus-centred leaders to be led more by Jesus, lead more like Jesus and lead more to Jesus through providing transformational programs, producing exceptional leadership resources and sharpening leaders globally. Arrow Leadership is based in Abbotsford, BC and has deeply invested in thousands of leaders serving in church, parachurch, non-profit and marketplace roles in Canada, the US and around the world. For more information, please visit:

[www.arrowleadership.org](http://www.arrowleadership.org)

## Position Overview

### Program Intern

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'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

## Key Requirements

- The successful candidate for this position must be willing to affirm without reservation the Arrow Leadership Statement of Faith as well as sign and abide by the Arrow Leadership Code of Conduct.
- Recently graduated from or enrolled in the third or fourth year of a Bachelor of Arts in Marketing and Communications (or equivalent) program.
- Portfolio of work demonstrating proven skills in Marketing and Communications.

## 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
- Assist with shipping
- Provide support with Zoom technical needs and administration
- Research for improved delivery with technology

### Digital and Social Media Platforms

- Data entry (Sales Force)
- Document formatting and proofing
- Assist with online learning management system and tracking assignments (Moodle)
- Organizing content and files

### Collaboration with Program Administration Team

- Working on program design and development projects as determined with the director
- Monthly administration training
- Attention to priorities and 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

### Arrow Team Participation

- Weekly team meeting, Bible study and devotionals
- Engage in team prayer
- Participate in Arrow programs and events as requested

## Reporting

The Director of Operations provides oversight for the Intern Program at Arrow Leadership. The Program Intern will report directly to the Director of Programs.

## Compensation

The internship program is designed to provide a deep investment in the interns and offers significant development opportunities, therefore, compensation is based on the provincial minimum wage.

Please respond with a letter of introduction and resume to [careers@arrowleadership.org](mailto:careers@arrowleadership.org).

