

IT & Admin Intern

Job Category: Part-time Internship (10–12 hours per week)

Job Location: Abbotsford, BC

Reporting Relationship: Office and Finance Manager

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. 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

Position Overview

The Admin & IT Intern will be part of a high-energy team committed to providing both technical and administrative support to achieve Arrow Leadership's mission and strategic goals.

Core Competencies

- Kingdom First
- Purposefully Relational
- Cultivating Trust
- Wholehearted Service
- Redemptive Presence
- A committed Christian with a heart for ministry

Key Requirements

- Affirm Arrow Leadership Statement of Faith and Code of Conduct
- Enrolled in or recently graduate of Computer Science, Business Administration or related program
- Portfolio demonstrating skills in technology, administration, communications, or related areas

Internship Role and Responsibilities

IT Support & Improvements

- Monitoring and maintaining computer systems and networks
- Technical support across departments as required
- Assisting with website content updates and editing
- Software technology research
- Implementation and testing of technology solutions

Administrative and Communications Support

- Scheduling for travel, events and various projects
- Preparing and printing materials for meetings, speaking engagements and related functions
- Maintaining systems for information tracking and ministry delivery
- Supporting time management, prioritization and project coordination
- Implementing and maintaining Arrow's brand standards

Christian Witness

- Ensure the principles of our Christian Statement of Faith are evidenced and reflected in any communications coming from Arrow and its staff members
- Willingness to pray with others
- Actively participate in prayer each day for the leaders we serve and the programs and services of Arrow Leadership
- Maintain a consistent Christian witness at all times which is fundamental to the mission of Arrow Leadership

Arrow Team Participation

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

Reporting

While the Admin and IT Intern provides support to the president, the Finance and Office Manager will provide supervision and oversight for the Intern Program at Arrow Leadership. Each intern will report directly to the Finance and Office Manager with collaborative input from the president.

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