

Job Title: Intern for the IHQ Internship Program
Department: Various
Location: ABWE Headquarters, New Cumberland, PA
Job Type: Hourly/Non-Exempt

Supervisor: Director | Human Resources

Supervisory Responsibility: None

Mission/Vision: Fulfilling the Great Commission by multiplying leaders, churches, and missions movements among every people.

Job Summary/Primary Role: The Internship Program is designed to provide college and technical school students or recent graduates with meaningful, hands-on experience in a professional, mission-driven environment. Interns will gain exposure to multiple departments, develop practical skills, and contribute to real projects that support organizational goals.

This program emphasizes both professional development and personal growth, equipping interns with the tools, insight, and experience needed to succeed in their future careers

Essential Functions and Responsibilities include but are not limited to:

- Assist with day-to-day departmental operations and administrative tasks.
- Support ongoing projects and initiatives across assigned teams.
- Conduct research, compile data, and prepare reports or presentations.
- Participate in meetings, brainstorming sessions, and team collaborations.
- Contribute creative ideas and solutions to support departmental goals.
- Maintain organized records and documentation.
- Complete a capstone project for the assigned department/area of study.
- Performs other duties or special projects as required or as assigned.

Qualifications: Ability to pass background check and all necessary clearances as mandated by the Commonwealth of Pennsylvania.

Education: Minimum one year of college or technical school completed.

Minimum Prior Experience Required: None

Necessary Attributes:

- Joy-filled personal faith rooted in Jesus Christ and a heart to serve.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office.
- Willingness to learn, take initiative, and receive feedback.

Christian Life:

ABWE is a Christian organization, and it is necessary that employees possess and maintain a lifestyle that is above reproach. Employees are encouraged to participate in staff events including corporate and departmental prayer times and staff meetings and lunches.

All ABWE employees must:

- Be a believer in the Lord Jesus Christ and able to articulate a personal testimony of salvation.
- Be walking in Christ-like obedience to Biblical standards in ways that evidence a transforming relationship with Jesus Christ, particularly as outlined in ABWE's Christian Code of Conduct.
- Be a current and active member and/or regular attendee of a like-minded local church that aligns doctrinally with ABWE.
- Be able to fully support ABWE's mission, vision, core values, doctrinal statement, and ministry philosophy.
- Be able to follow all guidelines set forth in the ABWE IHQ Staff Handbook.

Physical Demands and Work Environment: The physical demands are minimal and typical of similar jobs in comparable organizations, including extended periods of time sitting at a desk. The work environment is representative and typical of similar jobs in comparable organizations. While performing the duties of this job, the employee is regularly required to sit for extended periods of time, talk or hear; perform fine motor, hand, and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand, walk, and reach with arms and/or hands. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. The employee will spend their time in an office environment with a moderate to high noise level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.