



HOUSE ON THE ROCK FAMILY MINISTRIES

INTERNSHIPS

(Scroll down for multiple positions)

House on the Rock Family Ministries is an international family based ministry. We are committed to helping the Church start and strengthen her ministries to men, marriages, and families so that they reflect the unconditional love of God to the world. We believe strong families build strong churches and communities and that strong families are nurtured by a healthy marriages! Our "Fan the Flame Dates" are short videos with a nationwide audience designed to strengthen your marriage! We also present over 100 Biblically-based family life workshops a year ... and have ministered to over 70,000 families!

Position: Communications, Fundraising & Development Intern

Reports to: Director of Advancement

Hours and Length: 10-15 hours/week for one or more semesters, or 10-12 weeks per summer term

Basic Job Responsibilities:

- Assist in planning events including: the annual benefit dinner (April), DreamRide Lancaster (September), and the Extraordinary Give (in October/November). Other events as determined by Development & Communications Coordinator
- Work with the Development & Communications Coordinator to create updated publications
- Research for and write articles for the e-newsletter to increase community awareness including interviews with couples and families.
- Act as a liaison with the local newspapers and TV stations to promote events and activities
- Communicate with and recruit new potential event sponsors
- Draft letters to solicit corporate interest in House on the Rock in order to search for corporate sponsorship
- Assist the Development & Communications Coordinator in grant management and grant writing

Qualifications:

- Communications, Business, Nonprofit Management, International Studies, or related majors
- Post-Graduate students preferred; Senior undergraduate students considered
- Outgoing, enthusiastic personality; comfortable working with diverse populations
- Excellent communication and writing skills
- Creativity and initiative to follow through on projects
- Excellent organizational, problem-solving, and planning skills
- Ability to work independently and be a self-starter
- Cultural competency and a strong desire to work in a cross-cultural environment
- Previous fundraising experience preferred

Applying Instructions: To apply, please complete an internship application and send it with your resume and a cover letter to Jeffrey Kime @ jeff@hotrfm.org. Please add the position title in the subject line of the email. Applications will be accepted on a rolling basis.

Position: Videography Intern

Reports to: Director of Advancement

Hours and Length: 10-15 hours/week for one or more semesters, or 10-12 weeks per summer term

Basic Job Responsibilities:

- Work with ministry team to plan, capture, edit, and produce some informational videos of various workshops and programs of HOTRFM.
- Upload video files to our website to display and organize these files.
- Incorporate videos (both those produced internally and those produced outside the ministry) into the various PowerPoint presentations of the ministry.

Qualifications:

- Possess the ability to work well in an extremely fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have exceptional oral and written communication skills;
- Possess superior interpersonal skills, with the ability to work well with a diverse group of individuals
- Have the ability to work a flexible schedule, including Saturdays and some evenings;
- Be computer literate, possessing general Internet navigation abilities;
- Have regular and consistent computer access, including the ability to work online;
- Have access to videography equipment for filming short clips;
- Have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a sophomore class standing/ranking, with a minimum 3.0GPA/4.0 scale.
- This internship is open to all majors.

Applying Instructions: To apply, please complete an internship application and send it with your resume and a cover letter to Jeffrey Kime @ jeff@hotrfm.org. Please add the position title in the subject line of the email. Applications will be accepted on a rolling basis.

Position: Graphics / Website Intern

Reports to: Director of Advancement

Hours and Length: 10-15 hours/week for one or more semesters, or 10-12 weeks per summer term

Basic Job Responsibilities:

- Work with ministry team to plan, create, design and maintain various websites and programs of HOTRFM.
- Upload video files to our website to display and organize these files.
- Incorporate graphics (both those produced internally and those produced outside the ministry) into the various websites and marketing pieces of the ministry.

Qualifications:

- Possess the ability to work well in an extremely fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have exceptional oral and written communication skills;
- Possess superior interpersonal skills, with the ability to work well with a diverse group of individuals
- Have the ability to work a flexible schedule, including Saturdays and some evenings;
- Be computer literate, possessing superior Internet navigation abilities;
- Have regular and consistent computer access, including the ability to work online;
- Have access to graphical software to create and update graphics
- Have experience in Wordpress, Joomla or other CMS
- Have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a sophomore class standing/ranking, with a minimum 3.0GPA/4.0 scale.
- This internship is open to all majors.

Applying Instructions: To apply, please complete an internship application and send it with your resume and a cover letter to Jeffrey Kime @ jeff@hotrfm.org. Please add the position title in the subject line of the email. Applications will be accepted on a rolling basis.