

Faith and Education Coalition (FEC)-NHCLC Internship Overview

Accepting Applications until September 15, 2017

Overview:

Under the supervision of the Deputy Director, this 5-7 hour-a-week, hands-on internship will provide you with valuable experiences across multiple program areas including event planning, processes implementation, and communications.

If selected, this FE Coalition-NHCLC will award you with \$1,500 over two semesters

Intern will gain experience in (but not limited to):

- Remote Team Member Operations (primary form of communication will be through Email and phone conference)
- English-Spanish Document Translating
- Event Planning
- Reviewing official documents and promotional material
- Corresponding with Special Projects Director and Social Media Director
- Calling pastors, faith leaders, and students regarding the work of the FEC
- Facilitating phone conferences and webinars
- And more!

Interns will be able to witness and experience the ins and outs of a premier Christian national non-profit organization.

Qualifications

- Currently pursuing a Bachelor's degree or higher (enrolled)
- Proficiency in MS Word, Excel, and Outlook
- Strong attention to detail
- Proficient using social media (i.e. Facebook, Twitter, Instagram)
- Task-oriented
- Self-starter
- Excellent critical thinking/problem solving skills
- Excellent verbal and written communication skills

Additional Information:

Role and responsibilities will be conducted remotely from the comfort of your own home.

This culture, combined with our lively team, make for a fun, vibrant work environment full of opportunities to learn about many different facets of the Faith and Education Coalition in conjunction with the National Hispanic Christian Leadership Conference (NHCLC).

Purpose:

The purpose of the Faith and Education Coalition is to unite and empower Evangelical churches to honor the *imago dei* of every child by supporting high quality education in their communities. We create and share resources, information and events to empower youth, parents and churches who seek to raise the standards for America's students. We support academic excellence through advocating for high and comparable standards and local accountability to ensure all children have access to quality education regardless of zip code, income, or race.

How to apply for the internship

To enter:

Step 1. **Read the Internship Overview in its entirety**

Step 2. Register your church for Education Sunday – Text SUNDAY to 444-999

Step 3. “Like” the “Raising the Standards” Facebook page

(<https://www.facebook.com/FaithAndEducation/>)

Step 4. Submit your résumé to rigomendez@nhclc.org

Step 5. Go live on Facebook and explain:

- Why you are making this video (i.e. to win a \$1500 internship/scholarship)
- Why pursuing higher-education is important to you
- How you are currently serving your community.
- Conclude by inviting your audience to like & share your video and to like “Raising the Standards” Facebook page