



BAPTIST WOMEN OF NORTH AMERICA

Virtual Internship Program

Internship Summary

The Virtual Internship Program of Baptist Women of North America (BWNA) is a one-year auspicious opportunity for younger Baptist women to learn and serve with this international organization, while gaining invaluable professional and ministerial experience.

Internship Application/Selection Process

Interns are selected for this program through a 3-step process

1. Prayerfully read through this document
2. Complete the online application for this program
3. Interview with the BWNA President and a second member of the BWNA Administrative Team

We are seeking energetic, responsible interns to join our growing organization. In this voluntary position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs.

Intern Duties and Responsibilities

- Assist the appointed BWNA Team Member(s) [*President, Vice-President of Communications, Vice-President of Networking, Vice-President of Prayer*] with specified duties, based on their specific leadership role:
- Shadow the leadership position and train in a variety of tasks
- Help to organize and coordinate BWNA functions and events
- Carry out established activities and any additional responsibilities which are mutually agreed upon by the intern and BWNA Admin Team
- Assist with the marketing and sharing of information and events
- Update and post approved social media and website content; respond to web correspondence, social media posts, and emails
- Monthly discuss progress and engage in discussion of topics relevant to the operation and philosophical perspective of the organization
- Conduct oneself in a responsible and professional manner
- Raise concerns with the BWNA President if the objectives for the internship are not being met or if the communication/feedback being received is inadequate

Intern Requirements and Qualifications

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Serve an average of 10-12 hours per week
- Must be 20-40 years of age
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

If you are interested in applying for the BWNA Virtual Internship Program, click [HERE](#) to apply.