



We are delighted you are considering an internship at Prairie Lakes Church! You can look forward to a challenging and rewarding year. Whether your passion is families, worship or administration, after spending a year with us, our goal is you will be more proficient with your skills, wiser as a leader and more mature as a follower of Christ.

Overview:

- You will be part of a cohort of 9-12 interns for the 2021-2022 academic year (August – May).
- You will be expected to invest a minimum of 10 hours per week during the semester.
- You will receive a stipend of \$1000 per semester.

Application Deadline: February 19, 2021

Specific questions may be directed to Human Resources
or email internships@prairielakeschurch.org.

Executive Assistant Intern
Central Services

This intern will report to the Executive Assistant.

Education, Experience and Skills Requirements:

- Pursuing a degree from a college or university
- Exhibit evidence of a healthy and growing relationship with Christ
- Fully support the ministry philosophy of Prairie Lakes Church and its leadership team
- Possess strong communication and IT skills
- Exhibit evidence of strong relational skills
- Possess a strong work ethic with a demonstrated ability to initiate and finish projects
- Possess a strong understanding of the Prairie Lakes Church culture
- Possess strong leadership and shepherding skills
- Previous PLC internship experience is beneficial

Responsibilities:

- Update and maintain the PLC Dashboard – monthly and seasonally
- Maintain central supply inventory, place orders as needed and fill monthly campus orders
- Oversee invites, responses and print pieces needed for monthly expansion events
- Assist with Elder meeting details, document preparation and minute distribution
- Assist in coordinating All Staff, Elder and Leadership events and activities
- Assist with various executive team needs

Development:

- Six leadership development meetings with Senior Pastor John Fuller
- One-on-one mentoring
- Personalized StrengthsFinder coaching
- Exposure to all Prairie Lakes Church campuses
- Fall retreat