



## CHRISTIAN UNION

### Hiring Full-time Ministry Intern for Christian Union in New York City

**Christian Union is seeking an experienced ministry intern to support the Director of Christian Union New York in a range of program, administrative, communications capacities in the New York office.**

Christian Union was formed in 2002 for the purpose, by God's power and with the help of other ministries, to change the world by bringing sweeping spiritual transformation to the nation's most strategic universities and cities, thereby developing and mobilizing godly leadership for all sectors of society. Christian Union New York works with and develops leaders in the marketplace to build networks of transformative leaders in New York. The ministry is growing fast and is in need of dynamic and energetic Christians desirous of expanding the knowledge of Jesus Christ. For more information, please see [www.ChristianUnion.org](http://www.ChristianUnion.org).

#### **Major Duties**

- Responsibility for execution of summer weekly gathering with young professionals, continuing into the fall.
- Responsibility for connecting with new graduates/arrivals in New York City, particularly during June, July and August. This will include overseeing a team of volunteers helping with this.
- Provide a range of administrative support for ministry projects.
- Create, maintain, and update spreadsheets to track ministry data.
- Assist with preparation and execution of meetings, trainings and ministry events.
- Shaping and maintaining social media strategy for CU New York on multiple platforms. This will include content creation component.
- Other duties as required.

#### **Competencies Required**

- Strong devotion to Jesus Christ and consistent Christian lifestyle
- A professional, positive manner with which to represent the ministry
- Outgoing personality, enjoys working with wide range of people, and able to motivate
- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner
- Excellent written and verbal communication skills
- Strong social media skills
- Proficient with Microsoft Office suite (Powerpoint, Excel, Word, Outlook)
- Proficient with Google docs and task management applications

The applicant needs to be a team player who is able to work well with people and on tasks, as well as walks closely with God. He or she will be required to sign the Christian Union statement of faith and ethics, which can be found at [www.christianunion.org](http://www.christianunion.org).

**Work Location:**

New York Office:  
Suite 2000  
45 Rockefeller Plaza  
New York, NY 10111

**Work Schedule:**

Monday through Friday, 9am through 5:30pm; Sunday evenings, and some weekends/evenings required when events are held.

**Compensation:**

Salary commensurate with experience.

**Interested Applicants should send a cover letter and resume to:**

[Scott.Crosby@christianunion.org](mailto:Scott.Crosby@christianunion.org)