

# San Jose Christian Alliance Church

*Bringing people to wholeness and fruitfulness*

## Internship Position: Admin Summer Intern

[Online application Form](#)

Reporting to: Eugene Lui

Duration of Internship:

- 30-40 hours per week
- June 1 - August 31, 2017 (Flexible depending on school summer break)

## Responsibilities:

- Work as Admin. Assistant, to complete necessary administrative tasks
- Create weekly announcement slideshow with PowerPoint and Window Movie Maker
- Coordinate with Photographers to collect and store photos and or videos using Google drive and Flickr
- Update database
- Download and edit movie clip
- Generate sales report
- Generate expense report
- Coordinate with app developer to develop and launch church app
- Test church app
- Facility related projects (Painting, carpet cleaning, room assignment)

## Qualifications:

- Regular attendance and active member at a local church.
- Professional work attitude, willingness and flexibility with duties.
- Solid understanding and ability to work with the following software:
  - Google Docs, Forms, Spreadsheets and Drive
  - Microsoft office including WORDS, EXCEL and PowerPoint
  - Window Movie Maker
- Desired skills:
  - iPhoto, iMovie
- Desired languages:
  - Read and write Chinese
  - English

## Compensation:

- Stipend of \$125 / week.

If this sounds like an opportunity you are interested in, please reply with:

- your resume & cover letter
- a brief description of yourself
- submit the above to [Eugene.lui@sjcac.org](mailto:Eugene.lui@sjcac.org) by May 20<sup>th</sup> 2017

# San Jose Christian Alliance Church

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**Internship Position:** Children Ministry Intern

**Reporting to:** Sandy Kang

**Duration of Internship:**

- 30-40 hours per week
- June - August, 2017

[Online Application Form](#)

**Responsibilities:**

- Support Sunday Kids' Church ministries (@ SJCAC & New Vine)
- Perform administrative duties related to Children's Ministry
- Mentor 5th Graders in their transition to Youth Ministry
- Engage in other summer projects and ministries
  - June 16-18: All Church Retreat
  - June 26-30: Children's Worship & Ministry School

**Qualifications:**

- Regular attendance and active member at a local church.
- Desire to grow as a child and servant of God
- Desire to impart spiritual hunger and genuine faith to the next generation
- Willingness to work with children between infancy - 5th grade
- Commitment to be mentored, trained and guided by pastoral staff of SJCAC
- Some experience working with children at church
- High School Diploma