

Lakeside Chautauqua | 236 Walnut Ave., Lakeside, OH 43440 | lakesideohio.com | employment@lakesideohio.com

The Religious Life Intern assists in the coordination of all activities and operations of the Religious Life Department. The intern reports directly to the Director of Religious Life and consults with the Programming Administrative Assistant & Project Coordinator.

The ideal candidate should be organized, detail oriented, friendly, well spoken, proficient with Microsoft Office Suite (Excel, PowerPoint, Publisher, Outlook, etc.), have a basic knowledge of sound equipment set-up and some vocational interest in some form of Christian ministry. Interest in and training/experience with videography also desirable.

Please note: Although the Religious Life Intern is expected to work days, evenings, weekends, and all summer holidays, some free time each day and one-two days off each week will be built into the schedule.)

ESSENTIAL DUTIES & RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):

- Assist in daily/weekly operations of the Religious Life Department, including:
 - Organize and execute weekly assignments: worship bulletins, preacher lodging and hospitality
 - Organize and track attendance for all Religious Life programs
- Assist and organize daily/weekly Religious Life Programs, including:
 - Assist in Lakefront, Hoover Community Worship and Vespers by the Lake services
 - Assist with the Wednesday night Picnic in the Park; give the opening prayer, if requested
 - Assist with Faith for Living programs and help facilitate question & answer session following.
 - Assist Religious Life workshop instructors
 - Assist with production of weekly video announcements shown at the Sunday Community Worship service.
- Assist Teen Ministry Leader with High School and College-Age Programming
- Assist, as needed, with programming events and tasks
- Attend regular Programming staff meetings
- Possess strong listening skills and ability to relate to individuals across the age spectrum in matters of personal growth, including faith issues
- Assist in providing a safe atmosphere for all presenters, guests, and employees participating in events
- Ensure customer relations and satisfaction are of highest priority with all staff
- Participate in all intern activities, forums and gatherings throughout the summer
- Consult with Director of Religious Life on developing vocational discernment

FOR MORE INFORMATION, PLEASE CONTACT:

John Mann- Director of HR
internships@lakesideohio.com

HOW TO APPLY: Applicants must submit a cover letter, resume and minimum of 3 professional references (name and contact information). Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Applications are accepted until positions are filled. For the best consideration, please submit your application materials early.