

Intern Job Description

Intern Position Title: (example: Administrative Intern)

Reports to: (Overseer Title only)

SUMMARY

Provide a general summary of the reporting structure and the job duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In more detail, state the major job duties and responsibilities.

Duties include but are not limited to:

- List main duties with a brief statement for each.
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QUALIFICATIONS

List experience and/or education desired or required for the position.

WORK ENVIRONMENT

(Keep this statement) The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position. The environment is fast-paced and dynamic and will require flexibility and a willingness to share office space as well as help other staff/ministries when needed.

COMMENTS

(Keep this statement) The above statements are intended to describe the general nature of this job and the level of work performed by an individual in this position. This job description in no way states or implies that these are the only duties to be performed by the individual occupying this position. This individual will be required to follow any other job-related instructions and to perform any other job-related duties required by the Direct Overseer.

Signatures:

(Intern Title) : _____ **date:** _____

(Overseer Title): _____ **date:** _____