



Lighthouse

FAMILY RETREAT

ORGANIZATION: Lighthouse Family Retreat

PURPOSE: Strengthening Families living through childhood cancer

JOB TITLE: Intern Program Coordinator

LOCATION: Atlanta, GA

PURPOSE

Our Intern Program Coordinator is flexible, organized and part of a team that manages and executes retreats year-round for families battling childhood cancer. This person will be responsible for the personal development and performance of our Summer College Intern Team as well as using their skill set to assist the team in all aspects of retreats. Balancing results and relationships along with clear communication skills are critical to success.

PRIMARY RESPONSIBILITIES

- Recruitment, hiring and onboarding of college interns including
 - Development and Implementation of a promotional recruitment plan
 - Scheduling and conducting interviews and developing a feedback process
 - Schedule, programming, and logistics of training weeks
 - Handling all pre- summer intern communication
 - Weekly visits and calls during the summer to collect feedback and problem solve
- Retreat Team
 - Assist team with execution of Weeklong and Weekend retreats
 - Participate in the organization and upkeep of warehouses located in Alpharetta GA and Miramar Beach, FL
 - Contribute to team responsibilities around fulfillment, inventory, packing and moving of supplies
 - Assist in updating and maintaining retreat manuals
 - Actively participate in departmental meetings and strategic planning discussions

QUALIFICATIONS

- Must believe in the mission of the organization and love Jesus
- Must have a college degree
- Experience with mentoring students in a ministry setting
- Ability to travel up to 30% annually
- Excellent communication skills both verbal and written

PERSONAL QUALITIES

- Strong leader
- Self-starter with the ability to work independently
- Organized, detail oriented and disciplined
- Highly relational

- Balance of results and relationships