



JOB DESCRIPTION | GLOBAL PROGRAMS INTERN

OVERVIEW

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA, that develops technology & training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact. We highly value prayer, worship, and the power of the Holy Spirit in our community.

Renew is seeking a part-time intern with exceptional writing, storytelling, and Microsoft Excel skills to support the Global Programs department. This role assists in coordinating and administering program needs across various regions worldwide where Renew operates, including the Amazon, Latin America, Africa, parts of Asia, and beyond. We are looking for an organized individual with good interpersonal skills and a heart for expanding God's kingdom among the nations. This position reports directly to the Global Programs Manager.

RESPONSIBILITIES

Administrative Support:

- Assist with administrative tasks to support program needs under the direction of the Global Programs Manager.
- Help create estimates for program equipment requests and assist with rush orders.
- Assist in organizing shipping and tracking logistics for equipment.
- Help maintain program timelines.
- Assist in collecting, organizing, and storing feedback and stories for future use.
- Help organize data on several platforms and keep it up to date.

Program Management and Follow Up:

- Assist in collecting stories and stats from the mission field and create reports for program funders.

- Help provide support by suggesting new Gospel Media and strategies to assist program partners with field challenges.
- Assist with basic technical support for field equipment issues.
- Help discover new field opportunities through existing programs and submit them to the Global Programs Manager for proposal consideration.
- Assist in managing Memoranda of Understanding (MoUs) and communicating expectations to program leaders.
- Help follow up on Trello cards and timelines.

Reporting and Coordination:

- Assist in briefing the program manager on tasks regularly.
- Help generate monthly reports and summaries with stats and charts.

REQUIRED SKILLS

Administrative Skills:

- Organized and detail-oriented.
- Ability to assist with multiple projects and meet deadlines for time-sensitive requests.
- Comfortable synthesizing information and data for program support.
- Familiarity with international missions or experience in multicultural environments (preferred, but not required).

Communication Skills:

- Strong written and oral communication skills.
- Good interpersonal skills, critical thinking, and analytical abilities.
- Strong storytelling skills.

Technical Skills:

- Proficient with MS Word, Excel, PowerPoint, etc.
- Proposal writing skills (preferred, but not required).
- Basic accounting skills (preferred, but not required).

Language Skills:

- Multiple language proficiency is preferred.