

Kids Alive International

2507 Cumberland Drive

Valparaiso, IN 46383



Overseas Internship Coordinator

Full-Time Salaried, Exempt

Position Summary

Kids Alive International (www.kidsalive.org) is a Christ-centered organization that believes every child deserves to live free from hunger, abuse, and exploitation. Our commitment to this Biblical truth compels us to rescue orphans and vulnerable children, and meet their spiritual, physical, educational, and emotional needs, with compassion and excellence.

Our Missions Mobilization Team supplements our field teams by sending and caring for long-term missionaries as well as an average of 40 interns per year. Our International Office in Valparaiso is looking for an Overseas Internship Coordinator to join the Missions Mobilization Team.

The ideal candidate will be a natural recruiter with successful experience working with college students, Christian discipleship, and on multidisciplinary teams. He or she will be an advocate for cross-cultural Christian service and passionate about furthering the work on our ministry sites worldwide. This person will report to the Missions Mobilization Manager.

This individual will work with overseas interns from inquiry to acceptance, screening applicants and determining appropriate overseas placements with our ministry teams. He/she will relationally guide accepted interns through onboarding, field placement, and debrief when they return. He/she will develop an appropriate (online) pre-field training program for interns and work to improve the intern program as a whole.

The Overseas Internship Coordinator will also train and coach pre-field missionaries in Ministry Partnership Development, to empower each missionary to serve with a strong and sustainable financial partnership team. Finally, he/she will work together with the Missions Mobilization and Development teams to recruit cross-cultural workers and develop partnerships with churches, universities, etc.

This is a paid, non-fundraised, position.

Position Responsibilities

Duties regarding internships:

- Continuously update website with intern opportunity information
- Screen applicants by facilitating the intern and field volunteer application process:
 - Respond to inquiries, answer questions regarding the programs
 - Work with interns through application, references, interviews, placement
 - Refine the application process
 - Implement and utilize our applicant tracking system
- Develop and carry out orientation and pre-field training for interns
- Collaborate with the Accounting team to receive and allocate funds for interns
- Constantly update and monitor intern statistics, movements, numbers, locations, roles, etc.
- Conduct post-field debrief and further engagement with interns

Kids Alive International

2507 Cumberland Drive

Valparaiso, IN 46383



- Develop and utilize new, robust on-boarding and off-boarding processes and communications for interns, using our databases and applicant tracking system
- Collaborate with staff in each country to determine and adjust appropriate cost for each intern program
- Collaborate with each intern-receiving field to help improve the program
- Maintain the Overseas Intern Process Manual
- Remain available and on-call to address intern-related crises

Other Missions Mobilization duties:

- Assist with recruitment efforts
- Coach in Ministry Partnership Development (MPD) for *missionaries and interns*
- Facilitate the MPD portion of the Missionary Orientation
- Facilitate missionary pre-field training, retreat, and debrief resources and opportunities, and stay current and in relationship with the organizations that run them
- Contribute to the development of a more robust Missions Mobilization team within Kids Alive by actively proposing changes and engaging with others to bring vision to fruition
- Visit Kids Alive ministry locations for 2-6 weeks each year, or as required and helpful to meet the objectives of the position and the Missions Mobilization team
- Actively participate in and contribute to individual and corporate times of prayer, devotionals, and times of worship
- Other reasonable duties as assigned by your supervisor

Skill and Character Requirements:

As a Christian non-profit and Christ-centered mission, we expect the candidate for this role to demonstrate commitment to upholding the Kids Alive International community of faith, as well as fulfilling his or her professional role. As such, we expect that the ideal candidate will:

In faith life:

- Agree with our statement of faith
- Have a living and growing relationship with Jesus Christ
- Demonstrate spiritual and emotional maturity, with a well-formed sense of identity in Jesus Christ
- Be an active participant in a Christ-professing church/community of faith
- Have experience using their spiritual gifts and skills to serve their local church/community of faith

In personal and social life, demonstrate:

- A willingness and humility to adapt to different cultures
- Social and interpersonal maturity and the ability to form and grow relationships
- The ability to resolve conflict in a Biblical manner, with grace and patience
- Patient, flexible adaptation to continuously changing situations and people
- A humble willingness to work alongside local leadership in our countries of ministry
- Managing sensitive situations with discretion and respect
- Willingness and ability to work with and edify the larger ministry community

In professional life, demonstrate:

- Excellent written and verbal communication skills

Kids Alive International

2507 Cumberland Drive

Valparaiso, IN 46383



- A Bachelor's degree or equivalent
- Successful employment experience in a position with relevant responsibilities
- Excellent team/group work experience
- Ability to motivate self and work independently within established guidelines
- Ability to organize complex information and changing situations
- Personal experience with Ministry Partnership Development (MPD), also known as deputation or fundraising for missionary service

Compensation commensurate with experience and performance

To apply, please send resume, cover letter, and references to: Julia.schmoyer@kidsalive.org.