



Program & Operations Intern

Submit your application to: Christine@RahabRefugeMinistries.com

Organization Type: Non-Profit, Faith-Based

Position Type: Volunteer Internship

Reports to: Chief Executive Officer

Semesters: Various in 2023 - Spring, Summer, Fall

Hours: Approximately 15 hrs per week from 9:00 a.m. – 5:00 p.m. The schedule will vary based on the internship needs and availability.

Location: Work from home as well as weekly office meetings (Canastota, NY)

Relevant Fields: Business, Non-Profit Management, Psychology, Sociology, Public Health, Education, Social Work

Position Summary:

The Program & Operations Intern will learn about Rahab Refuge Ministries organizational operations and assist in the development of the organizations supporting documents in administration, programming, human resources, technology, finance, and various other service projects.

Primary Duties:

This position allows the Intern to engage in management and implementation of trauma-informed care through the creation of supporting documentations, forms and manuals. The Intern will support the Chief Executive Officer and the Executive Assistant Manager for Rahab Refuge Ministries “House of Hope” residential and community based programs. Duties include completion of projects that work to improve operational efficiency through the creation of forms, documents, record keeping, policy and research on relevant evidence pertaining to human sex trafficking and exploitation.

Requirements:

- Active enrollment in undergraduate or graduate program
- Good academic standing at an academic institution
- **Or** current volunteer of Rahab Refuge Ministries
- Must have reliable internet
- Reliable computer/laptop (Possibility for accommodations of Computer)

Skills:

- Analysis, evaluation, and objective critical thinking
- Efficiency and time management across multiple priorities
- Communication and collaboration
- Proficiency with Google Docs, sheets, slides, and forms

Character Qualifications:

- Team Player
- Positive Attitude
- Honest
- Willingness to abide by RRMI’s core values