



Ministry Intern
Location: Nashville, TN

Freedom's Promise is an organization working to prevent human trafficking in Cambodia through community development and the love of Christ. The Ministry Intern will be responsible for a variety of administrative and operational tasks to support the mission.

Responsibilities & Qualifications

Responsibilities during the internship will include, but not be limited to, the following:

- Day-to-Day administrative duties as assigned by Executive Director and staff
- Make regular bank deposits and maintain complete records
- Assist with timely and accurate entry into Donor Management system
- Assist with donor communications, including preparation of gift acknowledgements
- Prepare packets and materials for donor meetings and events
- Assist with planning and implementation of fundraising events
- Become proficient on all office systems, such as: organizational filing system, expense tracking, donor database, dropbox, google docs, etc.

Qualifications for the ideal candidate:

- Completed or working toward a college degree in a related field (e.g., Business Administration, Nonprofit Management, Social Entrepreneurship, Marketing, Event Planning or other relevant major).
- An effective communicator in written and oral form
- Detail-oriented, proactive, a love for organization and administration, ability to prioritize, and meet deadlines
- This person must be exceedingly well organized, proactive, flexible and dedicated to helping in a support role
- Technical computer skills, especially in Microsoft Word and Microsoft Excel
- Comfortable working alone on assignments and in collaboration with others
- Internal management and project coordination a plus
- Previous internship or related experience a plus

Interested candidates should submit their cover letter (including three personal goals for this internship) and resume to contact@freedomspromise.org.