
THEOLOGICAL HORIZONS

Vintage Lunch Intern (paid) | Job Description

Main purpose: to coordinate food, logistics & volunteers for the weekly Vintage Lunch and to explore vocational discernment through campus ministry.

Role: The Vintage Lunch Intern works with the Leadership Associate & other Vintage Lunch interns to plan and pull off the best hour of the week: Vintage lunch!

He or she works on Friday roughly from 10:30am - 3pm. May spend additional hours during the week to order food and grocery shop. The Vintage Lunch Intern will have regular check ins with the Leadership Associate.

The internship is an academic year long, **hourly paid** position. The intern is an integral part of the leadership team -- and truly makes a difference for the ministry!

The Vintage Lunch Intern gains intensive and wide-ranging experience in event planning & volunteer management and an up-close background in small non-profit management.

Key Skills:

- Energetic administrative and interpersonal skills
- Basic cooking & entertaining experience
- Reliability & flexibility

Responsibilities, shared with other interns, include:

- setting up and picking up and preparing food on Fridays
- coordinating volunteer cooks & lunchtime helpers via email and phone
- cleaning up after Vintage
- seeing that new students are made welcome
- thanking volunteer cooks and helpers
- keeping receipts and filing for reimbursements of lunch expenses

Applications are accepted on a rolling basis. To apply, please contact Mary-Dryden Maio, Leadership Associate of Theological Horizons mary-dryden@theologicalhorizons.org 804-971-7553 (mobile)

Vintage Lunch Intern

Application

Personal Information

Name

Phone Number

E-mail Address

Permanent Address

City/ State/Zip

Major/Concentration

Anticipated graduation date

Internship Information

Are you willing to intern for the full academic year?

Will you be available for 5 hrs/week [primarily on Fridays]? **in the event of a class conflict, you may tag team with a partner!*

List the experience, technical proficiencies, interpersonal skills, interests, and training that you believe prepare you for this Internship in Vintage Event Planning.

References

Please provide two professional or academic references.

Name
Phone Number
Address
City State Zip
Relationship
How long have you known this reference?

Name
Phone Number
Address
City State Zip
Relationship
How long have you known this reference?

Attachments

Please submit the following materials as part of your application package.

1. Resume
2. Personal Statement: Please write a short proposal stating why an internship with Theological Horizons relates to your own personal, academic and career goals.

Please return completed application and attachments (by email or by hand) to:

Mary-Dryden Maio, Leadership Associate mary-dryden@theologicalhorizons.org