

Events

Administrative

Intern Application



Administrative Intern: Events Team

OVERVIEW

The Administrative Intern serves in the National Office from January - June as support for the Events Team during the State Class Season. The Administrative Intern works closely with the Director and Assistant Director of Events to ensure excellent execution and distribution of State Class supplies to classes across the United States. The Administrative Intern's primary responsibilities include packing and shipping supplies, assisting with overall office responsibilities, and store distribution support during the State Class Season in the National Office. The Administrative Intern reports directly to the Director of Events.

ROLE INFORMATION

- **Title:** Administrative Intern
- **Supervisor:** Director of Events
- **Status:** Full-Time Intern
- **Location:** Richmond, VA
- **Time Commitment:** Six Months (January 2 - June 27, 2025)
- **Compensation:** Information provided upon request

EXPECTATIONS

- State Class Supplies Packing + Unpacking Assistance
- State Class Supplies Tracking Assistance
- National Convention Supplies Preparation Assistance
- Alumni Event Supplies Preparation Assistance
- General Office Phone Support
- General Office Email Support
- General Office Registration Support

QUALIFICATIONS

- Organizational Experience
- Administrative Excellence
- Customer Service Excellence
- TeenPact State Class Experience
- TeenPact Travel Staff Experience Preferred

TRAVEL EXPECTATIONS

- Staff Training
- National Convention

Office Administrative Intern: Job Application

Please attach a resume with the following information or fill out each section below.

CONTACT INFORMATION

Please provide your most up-to-date information for us to communicate with you regarding your application.

FULL NAME: _____ DATE: _____

EMAIL ADDRESS: _____ PHONE: _____

MAILING ADDRESS: _____

EDUCATION

Please provide applicable education history, including names of schools, degree programs, or courses of study.

SKILLS

Please list applicable skills or experience that you believe would support your ability to fill this position excellently.

REFERENCES

Please provide 2-3 references who we can contact for further information and feedback regarding your qualification, competency, and character as needed. Please include their name, title, relationship, and contact information.

PERSONAL INVESTMENT

Please attach a document with short essay responses (min. 50 words each) for the following topics.

- Describe your desire to serve in a full-time ministry capacity.
- Describe previous administrative, organizational experience.
- Describe your ability to efficiently manage details.
- Describe the importance of excellent customer service.
- Describe what aspects of this opportunity interest you most.