



ADMINISTRATIVE INTERN – FRONT DESK

POSITION TITLE: Administrative Intern

REPORTING RELATIONSHIPS: Operations Coordinator

STATUS: Part-time, one or two semester internship, no benefits

HOURS: 16-20 hours per week (you will have a fixed weekly schedule)

ARRIVE MINISTRIES is a Christian nonprofit seeking life transformation for refugees, immigrants, and the Church. We live out God's command to welcome refugees and immigrants by providing direct program services, mobilizing the church, and calling our communities to respond Biblically.

PURPOSE OF THIS POSITION: The administrative intern will sit at our organization's front desk and be the first person to welcome clients to the office. Beyond directing individuals who visit the office, this position will provide administrative support to the various programs of Arrive Ministries.

REGULAR DUTIES AND RESPONSIBILITIES:

- Greet individuals who visit the office and assist them as needed
- Process donations and deliveries
- Collaborate with Immigration Team to direct client inquiries
- Research, update and maintain directory of community resources
- Update and maintain front desk procedural guide
- Assist Operations Team with various projects

KNOWLEDGE AND SKILLS REQUIRED:

- A demonstrated faith in Jesus Christ and compatibility with our mission
- Experience working cross-culturally and ability interact with clients of limited English capacity
- Patience with and compassion for people (Customer Service Experience Preferred)
- Competency in Microsoft Office Products (Outlook, SharePoint, Teams Experience Preferred)
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.

To apply: Send your resume/cover letter to the Operations Coordinator, Matthew Blackford mblackford@arriveministries.org