



## Seeking interns, who work, love, pray!

Are you a real, passionate, faithful woman who would love to be part of a global community of Christian women in the workplace? Keep reading!

4word ([www.4wordwomen.org](http://www.4wordwomen.org)) is a non-profit ministry serving women in the workplace with the mission to connect, lead, and support them to achieve their God-given potential. 4word builds authentic community for working women in cities across the US and internationally, and is headquartered in Dallas, TX.

4word has seen rapid growth since its beginning in 2011 and has several openings for interns starting July 2018. Openings include: Executive, Organizational Development, Development (to research Foundations), Digital Community, Market Research, Membership and Fulfillment, Marketing, and Linguistics Interns.

### Internship Summary

This is a part-time volunteer position, averaging 10-15 hours/week for one school year. The individual would have the opportunity to connect with women in various careers and industries. In addition, 4word would sponsor this individual in the 4word Mentor Program, where she would be paired with a professional woman in our formal 10-week program to get started on her professional, personal, and spiritual goals.

Interns will report to the Manager of Operations and Human Resources. We have a virtual office within 4word: the workspace is from home, coffee shops, or occasionally the home office of the manager or president.

### Qualifications & Other Requirements





This internship would be ideal for a female college student majoring in a related field, who would like to begin connecting and networking with other women of faith and gain experience with a non-profit in their area of study.

Strong project management, writing, and editing skills are essential. An individual who is thorough and self-motivated with a high attention to detail **is required**. We are looking for someone who is process-oriented and will ask questions, as projects created by this individual will be distributed to our global audience.

## Positions Available

### 1. Executive Intern (Dallas, TX)

- Assist Executive Director in drafting 2019 Operating plan with specific goals for each team member's performance and bonus plans
- Work with staff to develop a 2019 budget
- Be an objective evaluator of the results of performance reviews and recommend bonuses. Prepare Board of Directors approval package
- Evaluate projects related to management reporting as they arise
- Miscellaneous projects as needed

### 2. Development Intern (Dallas, TX)

- Assist Director of Development with administrative and other needs for fundraising initiatives
- Manage CRM database: tracking and analyzing of





information related to donors, prospects, volunteers, and other constituents

- Research prospective foundations for various grants
- Contribute to the planning and execution of fundraising events
- Participate in reviewing best fundraising practices across initiatives
- Assist in fulfillment of a variety of development mailers, corporate packages, and individual packages
- Special knowledge of public relations and marketing a plus

### **3. Market Research Intern (location flexible)**

- Research and report on analytics and trends related to:
  - Christian women in the workplace
  - Christian owned businesses by city
  - Corporations with Christian initiatives
  - Churches that have workplace ministries
  - Like-minded partner organizations
- Make recommendations based on research results
- Source quotes and relevant content for themed Local Groups resources

### **4. Operations Intern (Dallas, TX)**

Assist Manager of Operations and Human Resources in the





following areas:

- Oversight of all Local Group events on the 4word website calendar, CommitChange, and weekly emails.
- Monitoring 4wordwomen email inboxes, forwarding important information to respective parties as needed, fielding requests/interest, and responding to client inquiries.
- Tracking feedback/testimonials across all programs, forwarding Local Groups feedbacks to respective leaders
- Create periodic reports for transfers to Local Group bank accounts for events and new/renewing memberships.
- Manage member database and collaborate with other departments in executing membership campaigns
- Provide membership reports for national and Local Groups monthly and as needed
- Track incoming memberships and ecommerce orders
- Oversee fulfillment of ecommerce orders and member packages
- Manage national book inventory, and report on Local Groups book inventory on a quarterly basis
- Maintain accurate records of shipments and tracking information
- Assist Development and Marketing teams with special campaigns and projects as needed
- Coordinate weekly participation in Mentoring Monday Radio Show, including scheduling guest and distribution





- recording to appropriate team members
- Coordinate Job Connections Board - add new positions, following up with the contact for that position as needed.
  - Updating the website as needed in WordPress.

#### **5. Digital Community Intern (location flexible)**

- Assist Digital Community Manager with weekly and monthly administrative tasks pertaining to monthly editorial calendars
- Review and make recommendations related to social media trends and best practices for 4word
- Seek out potential interviewees for the 4word blog that fit within 4word's target audience
- Should have interest/experience in: marketing, social media, writing/editing, blogging, and email communication

#### **6. Marketing Intern (location flexible)**

- Produce email marketing pieces for Local Group events in Constant Contact
- Manage email lists for Local Groups in Constant Contact
- Oversee delivery of content to subsidiary Facebook groups/pages
- Collaborate with Local Groups and Development teams to process and fulfill needs for marketing pieces including signage, cards, brochures, and more





- Be a brand ambassador across all departments and platforms
- Assist Director of Development and Development Intern with special projects related to fundraising campaigns as needed

### **7. Linguistics Intern (location flexible)**

- Spanish fluency is preferred, but all languages are considered!
- Translate written communications including blogs and emails
- Translate video, audio, and occasional live meetings/ presentations
- Act as a liaison between 4word and individuals who speak Spanish (or other language). Cultural awareness/sensitivity is a must!

## **Ready to apply?**

If you believe you would be a good fit for one of these positions, we would love to hear from you. If you feel that you would be a great fit for the 4word team, but don't see an opening that matches your objectives - let us know. We would love to get you plugged in!

Please send a resume and cover letter expressing why you are interested in joining the 4word team, plus transcripts and 3 references.

Please direct applications and questions to Irrayna Uribe, Manager of Operations and Human Resources:

[Irrayna@4wordwomen.org](mailto:Irrayna@4wordwomen.org)

