

A-State Wesley Foundation Job Description

Position: Graduate Intern- To minister to students at the Wesley Foundation through worship, leadership, and missions.

Qualifications:

- A Bachelor's degree by June 2019
- Experience in a campus ministry
- Membership in the United Methodist Church is not required, but a basic understanding of the denomination is helpful
- Willing to start July 1, 2019 and continue through June 30, 2020.
- Proficient in Microsoft Suite
- Willingness to learn

Duties and Responsibilities:

Missions:

- Keep track of paperwork for the Bread of Life Mobile Food Pantry
- Develop volunteer base for packing groceries and delivering to campuses
- Communicate with campus representatives, churches, and other volunteers
- Take the Mobile Food Pantry truck to two-year campuses to deliver groceries
- Make orders for food purchases (through Harrisburg account)
- Look into grant applications and grants available to the Mobile Pantry
- Fund/food-raising activities for Bread of Life
- Attend NEA Food Bank and United Way meetings as a representative of Bread of Life
- Lead mission activities around Wesley, campus, and the Jonesboro community

Worship:

- Preaching as needed (approximately once a semester)
- Being present and leading how you can in Tuesday night activities and Sunday morning activities (Children's time, Mission Moment, etc.)

- On Sundays that Wesley isn't traveling, you are in worship in a UM congregation

Freshmen Ministries:

- Assist in managing social media: Facebook, Instagram, etc.
- Create Instagram and Facebook posts using a site like Canva
- Assist in contacting new students via Ministry Tracker through email, text, or phone call.
- Get freshmen involved in Wesley activities
- Be present at fellowship activities
- Represent Wesley at University events like Community Fair, New Student Registration, etc.

Administrative Duties

- Contacting churches about bringing meals to Tuesday night dinners
- Following up with directions for church involvement at Wesley
- Develop and maintain an alumni of Wesley Facebook page

You must be able to complete varying tasks for A-State Wesley as deemed fit by the director. This person will serve faithfully and commit fully to the ministry of the Wesley Foundation.

This person will be expected to complete at least 40 hours of work a week. Flex time will be given for overtime worked. They will receive \$25,000 for the term of their contract. This person is subject to review each semester through the Board and/or the Director.