



Momentum Intern Momentum 2017

Description: The Momentum Intern serves alongside the Momentum Coordinators to help prepare for Momentum 2017. This position is from January to August 2017 and will include a period of preparation from January to May of working 10 hours a week and May to July for 20 – 25 hours a week, followed by 10 hours a week in August performing follow-up tasks.

Our intern serves with us at Momentum Youth Conference, July 18-23 at Indiana Wesleyan University in Marion, IN. During the length of the internship, he or she must live in the Winona Lake, IN area and be able to be in the CE National office multiple times a week for the hours listed above.

From this experience, our intern will gain insight into planning a major youth conference and the different areas of preparing for Momentum 2017.

Spiritual Journey & Personal Growth – The intern has made a confession of Jesus Christ as their personal Savior, and with the help of the Holy Spirit is actively growing in their faith in Jesus Christ. Ministry is not what we do for the Lord but what the Lord does through us. This calls for a personal commitment to a growing relationship with Jesus. The intern is growing in faith through knowing and following the Bible's teaching, communicating with God in worship and prayer, confessing and renouncing sin, depending on the Spirit's power, and living in healthy Christian community.

Needed Skills: The Momentum Intern should be skilled in organization and attention to detail, computer related tasks, and the ability to communicate with group leaders well. He or she should feel comfortable talking to people on the phone, writing emails, and being personable. He or she should be proficient in checking details and being organized. General knowledge of using Excel, Word, Gmail, Facebook, Twitter, Instagram, and the internet are helpful.

Supervisor: The Momentum Intern will work directly with the Momentum Senior Coordinator, Assistant Coordinator, and ON MISSION Coordinator for various tasks.

Wages: The Momentum Intern is paid \$8.00 an hour, paid weekly.

Duties

The Momentum intern will assist and have ownership over different areas of Momentum at varying times for a well-rounded experience.

Marketing:

- Assist in creating content for social media platforms
 - o Create a plan to reach millennials (social sharing, hashtag, how to use social media at Momentum)
- Assist in creative thinking towards new marketing pushes and incentives
- Identify target market churches in the surrounding area of Momentum's location
 - o Create a plan to market to them specifically and how they can be involved with Momentum // bring entire group for the week, Day Guests, etc.

The Bridge

- Create a plan to market The Bridge to youth leaders
 - o Leaders at Momentum, leaders in the IWU area, GBC leaders who don't bring a group to Momentum
 - o Promote The Bridge with the goal of 40 new churches involved with this free event for pastors and youth
- Oversee the organization for The Bridge event (check-in, materials, follow-up)

Prayer Initiative

- Create a plan to develop a pre-conference prayer initiative for attendees that are coming and church members praying for the conference

Follow-Up

- Have ownership over the Momentum App. Create a plan for implementation before, during, and after Momentum.
 - o Create a plan on how the app can be used all year round to further the mission of Momentum and as a tool to keep students connected
- Create a plan for text messaging/notifications for texts following Momentum.
 - o Make a recommendation on how to send them
 - o Create a plan on follow up // Assess if students are using them // Create a plan on how to capture the result and share the impact
- Create a survey for students to assess areas they most struggle in and need resources for
- Create a parent resource that helps parents connect to what their students have experienced at Momentum. Develop follow-up material for the momentum to continue in the home.
- Create a plan for helping churches and students to be followed up immediately after Momentum. Be a voice of encouragement over the phone to warmly contact all lead contacts

from the churches to see that they have a plan to implement what they want their church to take back from what they learned at Momentum.

ON MISSION:

- Manage the Momentum Registration System Your Day, Your Way sign-ups. Input the descriptions for 2017's YDYW opportunities. Field questions and corrections from Lead Contacts as sign-ups occur.
- Work with the ON MISSION Coordinator to contact partnering organizations and obtain descriptions about ON MISSION activities.
- Follow up with partnering organizations as needed via phone and email
- Assist the ON MISSION Coordinator as needed

Organization:

- Assist in general office tasks such as copying, emailing, sorting documents, etc. Help with tasks on creative elements for Momentum such as painting and assembling.

Registration:

- Work with the Momentum Registrar to contact Lead Contacts in our registration system and confirm if they will be returning with a group to Momentum in 2017 prior to the February 1 open date for registering
- Work with the Housing Coordinators to contact groups who do not have enough youth leaders.
- Work with Coordinators to contact groups who have oddities in their registrations such as discrepancies with the breakfast plan numbers, early arrival numbers, or pre conference meal purchases.

Partnership of Resources at Momentum

- Movies shown at conference (plan of promotion and oversight)
- Assess the use of OnTrack Devotions (are they being used during the week? After the week?)
- True Love Waits Project
- The Den/Start Your Own Bible Study Resources for students