

## Site Support Summer Intern

Status: Summer Internship (6 weeks at 30 hours a week, starting July 8)

Working Days: Monday to Friday

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## About The Meeting House

The Meeting House is a church for people who aren't into church. Our mission is to grow loving communities of Jesus-followers who live and share His irreligious message. We are one church that meets in many locations. On Sunday mornings we meet at 18 different locations across Ontario, and during the week at over 180 home churches. Check out our website for more details: [www.themeetinghouse.com](http://www.themeetinghouse.com)

## Role

The Site Support department exists to support our 18 sites. The important work we do enables our Lead Pastors to minister more effectively to their local communities. The Site Support Summer Intern will work closely with all members of the team to provide meaningful logistics and support for kidmax, youth, and weekend service ministries. The goal of this internship is to provide practical, hands-on site support and logistics experience. This individual will meet on a regular basis with the site support staff team for teambuilding, growth, and leadership development.

## Requirements

- Fully aligned with the message, mission and ministry strategy of The Meeting House
- Excellent organizational and relational skills
- Ability to learn new software programs quickly
- Servant's heart
- *Based on Canada Summer jobs criteria, the Site Support Summer Intern must be an active student between ages 18-30, and priority will be given to students who are of visible minority, member of the Indigenous community and or have a disability*

## Responsibilities

- Assist with site trailer repacks
- Fulfill service order tickets using customer support software (Freshdesk)
- Assist with kidmax and youth curriculum preparation
- Support the purchasing requirements of the sites
- Assist with projects related to rebranding
- Participate in site support team meetings
- Assist with warehouse reorganization and office administration
- Work with our team to prepare for the fall launch

**Relationships:**

Reports to: Site Support Manager

***Based on Canada Summer Jobs criteria, the kidmax Intern must be an active student between ages 18-30, and priority will be given to students who are of visible minority, member of the Indigenous community and/or have a disability***

*The Meeting House is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.*