



*Bringing the hope of Jesus to
street children in Kenya*

Job Title:	Missions Intern	Job Category:	Internship
Department/Group:	Rehabilitation	Location:	Kisumu, Kenya
# of Employees Managed:	None	Supervisor:	Field Director

Job Description

General Role: The Missionary Intern will report to the Field Director, Kenya and will work on Agape Children’s Ministry’s (ACM) main Kisumu campus. Duties and Responsibilities: The Missionary Intern will be responsible for the following:

- Assist staff with the management of Agape’s online database system, to include the scanning and filing of Agape’s electronic and physical records.
- Inventorying of Agape’s office furniture and equipment, recording year of purchase/acquisition and estimated remaining useful life.
- Performing hands on administrative tasks, such as scanning, copying and computer data entry as needed.
- Participating in street outreach and child reintegration activities as requested.
- Assist with weekend program activities as needed.
- Assist with construction and/or mechanical projects as needed.
- Assist with development and editing of school curricula as needed.
- Assist with afternoon program classes and library time as needed.
- Assist teacher within the academic classroom as needed.
- Supervise physical education (PE) and other extracurricular activities as requested.
- Photographing and videotaping of normal daily life and activities of Agape’s children (i.e., school work, playing, crafts, laundry, chores, meals, devotions, church, etc.)
- Cooperating with and assisting Agape’s missionaries, other departments, and ACM staff members in carrying out their assigned responsibilities in order to ensure proper internal coordination and the smooth and efficient operation of the ministry.
- Carrying out such other responsibilities as may be assigned by the Field Director.

Qualifications and Education Requirements: It is essential that the Missionary Intern be:

- A committed believer in and follower of Jesus Christ.
- In agreement with and supportive of ACM’s Statement of Faith.
- Acting and behaving in accordance with the tenets of ACM’s Staff Code of Conduct and ACM’s Intern Code of Conduct
- Experienced in working within an office environment, fully competent in typing and data entry.
- Successful completion of at least two years of college.
- Knowledgeable and equipped with a hands-on working knowledge of Microsoft Word and Excel.
- A mature individual who can be trusted with confidential, personal information.
- Experienced in serving within local church body.