

GLORIA DEI LUTHERAN CHURCH
Summer Intern – Hurricane Recovery Coordinator

Mission Statement:

Helping one another live life with Jesus every day.

Description: *The Summer Intern-Hurricane Recovery Coordinator has the primary responsibility of serving with the Director of Serving Beyond and assisting with overall hurricane relief and recovery efforts. The Summer Intern-Hurricane Recovery Coordinator is expected to lead a professional and personal life that does not violate the teachings and beliefs of The Lutheran Church–Missouri Synod on matters of personal conduct so their daily life gives witness to a lifestyle that supports our Christian witness within our organization and to the world.*

Duties:

1. Manage/oversee the day-to-day operation of hurricane recovery efforts including directing information and resources to the volunteers as is appropriate.
2. Manage queries for recovery assistance and volunteers wanting to support the recovery.
3. Coordinate the hospitality support of out-of-town volunteer teams including greeting and orienting all out-of-town volunteer teams upon arrival.
4. Meet weekly with the Director of Serving Beyond.
5. Coordinate all communication related to our relief and recovery efforts and partner with the Communications Team when appropriate for congregation-wide communication.
6. Participate in all other assigned duties during the course of the internship.
7. Follow established procedures in maintaining operations, equipment, and safety at events.
8. Participate in leadership development opportunities as provided by Gloria Dei.
9. Attend staff meetings and other assigned meetings.

Qualifications:

1. Agrees and supports the vision, mission, values and core beliefs of the congregation of Gloria Dei and The Lutheran Church–Missouri Synod.
2. Has a passion for serving the community, a heart for those impacted by Hurricane Harvey and experience with hurricane recovery efforts.
3. Good verbal and written skills. Accurate in the use of grammar, punctuation, proofreading and composition.
4. Is a self-starter who needs a minimum amount of direction and supervision.
5. Has the ability to maintain confidentiality.

This position is non-rostered, hourly, minimum of 32 hours a week and reports directly to the Director of Serving Beyond. The normal work week is Sunday through Wednesday. Because of the nature of this ministry, flexibility in scheduling is required. Please send resume to Beth Koerber, Chief of Staff and Operations, at bkoerber@gdlc.org.