

Job Description: Office Intern –

Office Manager/Media Manager and Partner Relations Manager

Position Title: Office Intern

Location: Remote/Onsite (Dallas, Texas)

Time Commitment: 30 hours per week

Duration: 12 months

Organization Overview:

CrossPassion Ministries International is a not-for-profit, international Christian humanitarian entity dedicated to developing ministries in countries across Asia, Africa, and South America. Rooted in faith, we work to create transformative impact worldwide by partnering with churches, organizations, and individuals who share our vision to demonstrate the Father's redemptive love and mobilize believers to advance the gospel.

CrossPassion Ministries International Mission –

# Our discipleship and leadership training focus is the discovery, development and effective deployment of the gifts of every individual in the context of the call of God on their lives

# We train, organize and host short-term mission trips and/or medical missions all over Africa.

# We work to provide practical relief and spiritual support to the families of Christian martyrs.

Position Summary:

The Office Intern will play a key role in supporting the organization’s operations and communications. This role will encompass managing office functions, overseeing media and communications, and maintaining relationships with donors and partners. The intern will report directly to the Director of Operations and liaise with the Chief Executive once a week to ensure alignment with organizational goals.

Key Responsibilities:

Office Management:

* Coordinate and oversee day-to-day office operations, both remotely and onsite.
* Manage organizational schedules, meetings, and correspondence.
* Ensure timely completion of administrative tasks and maintain organized records.

Media Management:

* Develop and manage content for social media platforms, newsletters, and other communication channels.
* Assist in creating promotional materials and multimedia content to highlight organizational impact.
* Monitor online engagement metrics and propose strategies to enhance visibility.

Partner Relations Management:

* Maintain and update the database of donors and partners, ensuring accuracy and segmentation.
* Draft and send donor acknowledgments, updates, and impact reports.
* Collaborate with the Director of Operations to identify and implement strategies for donor engagement and retention.
* Organize virtual and in-person events to strengthen relationships with partners and supporters.

Qualifications:

* Currently enrolled in a Graduate or Master’s program at a reputable Theological Seminary.
* Strong organizational and time management skills, with the ability to balance remote and onsite work effectively.
* Excellent written and verbal communication skills, with a keen eye for detail.
* Proficiency in social media management, digital content creation, and office software.
* A heart for ministry and alignment with the Christian mission of the organization.
* Previous experience in administrative or media-related roles is a plus.

What We Offer:

* Hands-on experience in a dynamic, international non-profit organization.
* Mentorship and direct interaction with senior leadership, including the Technology Director, Director of Operations and Lead Minister.
* Opportunities to develop skills in media management, partner relations, and office administration.
* Flexible work arrangements with meaningful engagement in a mission-driven environment.

This internship provides an excellent opportunity for seminary students to integrate their academic learning with practical ministry support, enhancing both professional and spiritual development.