



# Application

## for Sojourners' Internship Program

Thank you for your interest in the Sojourners Internship Program. The yearlong program combines work placements in our nonprofit office with an opportunity to live in an intentional Christian community. Between 7 and 10 interns are selected into the program each year.

The Sojourners Internship Program is one of Christian discipleship, with an integrated focus on:

- **Life and Faith:** Participants live in a shared household in Washington, D.C. Together, interns worship, share meals, manage a common budget, engage in weekly house meetings, pray, and experience life as an intentional Christian community.
- **Prayer and Formation:** Sojourners' interns participate in educational seminars, spiritual retreats, and mentorship.
- **Work and Mission:** Interns work full-time in the ministry of Sojourners. Each participant is placed in an entry-level position in one of our departments.

Before applying, please read more about the program and Sojourners' mission on our website at [www.sojo.net/interns](http://www.sojo.net/interns).

**Application Qualifications:** The program is open to anyone 21 years or older who is single or married without dependents and has a Social Security number. We are an equal opportunity employer committed to diversity. Interns must commit to serve the entire program year: August 24, 2015 - August 5, 2016.

**Compensation:** Sojourners pays for all expenses relating to housing, meals, and health insurance for the community. Each individual also receives a \$100 monthly stipend.

**How to apply:** Applications will be accepted starting September 1, 2014. Deadline for applications is March 1, 2015. The selection process includes review of your application by several staff members, a telephone interview, and an offer of a specific position in the program. Notification of acceptance will begin in late April 2015.

Only completed application packets will be considered. The application has four parts:

1. Individual application
2. Personal Essay
3. Resume (cover letter is not needed)
4. 3 Recommendation Forms: peer reference, clergy/faith leader reference, and employer reference

Send completed application materials via: email ([volunteer@sojo.net](mailto:volunteer@sojo.net)), fax (202-328-8757) or mail to **Sojourners Internship Program, 3333 14<sup>th</sup> St. NW, Suite 200, Washington, DC 20010**. Thank you for your interest in the Sojourners Internship Program.



## **I. INDIVIDUAL APPLICATION FORM**

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

Country (if other than U.S.): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Denominational Affiliation: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Please answer each question as honestly as possible in 150 words or less. Content is more important than style.

### **LIFE AND FAITH**

1. How long have you been following Sojourners and in what ways? How did you hear about the Internship Program?
2. In what church tradition were you raised, if any? What are your current church experiences?
3. What spiritual disciplines do you practice and why?
4. Please describe your race/ethnicity and why it is important to you. What is your experience with cross-cultural relationships and interactions?
5. Have you ever been convicted of a crime? If yes, explain the nature of the offense(s) and type(s) of rehabilitation.
6. Within the last few years, what four books, people, music, movies, works of art, and/or publications have most affected you? Please list them and provide a **brief** explanation.



## COMMUNITY

1. Describe the neighborhood(s) in which you grew up. What urban experiences have you had, and what expectations do you have about Washington, DC?
2. What group or community living experiences have you had, and what expectations do you have about a Sojourners community living situation? *\*Note: The Sojourners intern house has a majority of shared bedrooms with twin beds.*
3. How do you respond to stressful situations?
4. How do you resolve interpersonal conflict?

## WORK AND MISSION

1. What are your vocational goals for the next five to 10 years?
2. What are your expectations from a Sojourners work placement?
3. Are there population groups or issues that are of particular interest to you? Please explain.
4. What is your most successful work style? What information would be helpful for your supervisor to know regarding your work habits?
5. Reflect on your strengths and weaknesses. What are you best at? What are you working to improve?

## INTERN WORK PLACEMENTS

Interns are placed in specific roles and departments depending on organizational needs and skill sets. We offer two tracks of positions: nonprofit management and program development. A specific position will be offered as part of your acceptance into the program.

### Nonprofit Management Track

- Advertising Assistant
- Circulation/Resource Center Assistant
- Donor Services Assistant
- Executive Assistant

### Program Development Track

- Communications Assistant
- Campaigns Assistant
- Mobilizing Assistant
- Editorial Assistant
- Online Assistant



## SKILL ASSESSMENT

Sojourners' day-to-day ministry requires a wide variety of skills and gifts. Intern work placements are integral to the functioning of the office and many require specific skills. Please fill in the following skill grid to help us gauge what position might be the best fit for you.

<b>Skill</b>	<b>Level of Proficiency</b> ( <i>Novice, intermediate, advanced</i> )	<b>Further Details/ Description</b>
<b>Computer Skills</b>		
Typing	WPM:	
Database experience (list)	Names:	
Programming		
Web Design		
Microsoft OS		
Excel		
<b>Communication Skills</b>		
Customer Service		
Phone service		
Sales		
<b>Creativity Skills</b>		
Photography		
Graphics		
Video		
<b>Language(s)</b>		
<b>Writing</b>		
<b>Editing</b>		
<b>Administration</b>		
<b>Event Planning</b>		
<b>Hospitality</b>		
<b>Community Organizing</b>		
<b>Online Organizing</b>		
<b>Other Skills</b>		



## POSITION DESCRIPTIONS & PREFERENCES

Please indicate your departmental preferences by ranking them below. Use #1 as your top choice all the way thru #9 as your last choice.

# \_\_\_\_\_

### **Advertising Assistant**

The Advertising Assistant coordinates the production for online and print advertising, including managing ad copy, communicating with clients, and analyzing reports.

# \_\_\_\_\_

### **Circulation/Resource Center Assistant**

The Circulation/Resource Center Assistant is responsible for direct and indirect subscriber customer service, working with Sojourners' fulfillment house, and the processing and fulfillment of SojoStore orders.

# \_\_\_\_\_

### **Donor Services Assistant**

The Donor Services Assistant manages more than 2,000 monthly donors who are part of our Sustainers Circle program, and provides online and phone assistance to all donors.

# \_\_\_\_\_

### **Executive Assistant**

The Executive Assistant provides support to Sojourners' Senior Executive Assistant in the office of the President.

# \_\_\_\_\_

### **Campaigns Assistant**

The Campaigns Assistant provides support for all initiatives related to the work of the campaigns team.

# \_\_\_\_\_

### **Communications Assistant**

The Communications Assistant works with a variety of staff to push out the organization's message to the faith community, the media, and the public.

# \_\_\_\_\_

### **Mobilizing Assistant**

The Outreach Assistant provides support for all of Sojourners' outreach initiatives and projects.

# \_\_\_\_\_

### **Editorial Assistants**

The Editorial Assistants provide a range of administrative and research support to the editorial staff. The majority of the work for these positions relates to the print magazine.

# \_\_\_\_\_

### **Online Assistant**

The Online Assistant provides support for Sojourners' God's Politics blog, email newsletters, and website.



### PERSONAL ATTRIBUTES

Please rate yourself on the following characteristics and abilities (1 = one of your weakest areas; 5 = one of your strongest areas) by **circling** (or **bolding**) the appropriate number. In addition, please underline the three attributes listed below that best describe your gifts.

Creativity	1	2	3	4	5
Maturity	1	2	3	4	5
Initiative	1	2	3	4	5
Sensitivity	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
Organization	1	2	3	4	5
Sense of Humor	1	2	3	4	5
Flexibility	1	2	3	4	5

### A FEW MORE THINGS

1. Do you foresee any specific difficulties—i.e. financial, logistical, time constraints—for your participation in the Sojourners Internship Program?
2. Do you have any additional comments you would like to make?
3. If not selected for the internship program, would you allow Sojourners to release your contact information to other intern/volunteer programs in D.C. for possible consideration?



## II. PERSONAL ESSAY

This essay gives Sojourners an opportunity to hear your interest and understanding of our mission as an organization. **Please answer fully and honestly – in 650 words or less.** Your essay will also be used as your writing sample for the application.

Topic: Sojourners' mission is to articulate the biblical call to social justice, inspiring hope, and building a movement to transform individuals, communities, the church, and the world. A year at Sojourners is likely to be touched by these elements. What attracts you to a year of working with Sojourners and living in intentional community with other interns? How is Sojourners' mission shaping your life currently?

## III. RESUME

Please submit your resume with your application packet. It should include all of the following pieces: employment from the past five years; your educational history; and the **volunteer, political, or social organizations with which you've been significantly involved** and the nature of your involvement. In order to share all this information, please do not feel confined to a traditional one-page format.

## IV. REFERENCES

Please ask three people—a *peer, a former/current employer, and clergy or pastoral leader*—to complete a recommendation form for you using the attached forms. Instruct them to return the letters directly to the Sojourners Internship Director by March 1, 2015.

References can be mailed to 3333 14<sup>th</sup> St. NW, Suite 200, Washington, DC 20010; emailed to [volunteer@sojo.net](mailto:volunteer@sojo.net) (preferred); or faxed to (202) 328-8757.

Please list here the **names, addresses, and phone numbers** of the people who will be sending letters on your behalf. Due to the number of applicants, we cannot confirm receipt of individual references.

1. Peer: \_\_\_\_\_

2. Former/current employer: \_\_\_\_\_

3. Pastoral leader or clergy: \_\_\_\_\_



## **Application** for Sojourners' Internship Program

### **EMPLOYER REFERENCE FORM FOR SOJOURNERS INTERNSHIP**

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Email or Phone \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Thank you for serving as a reference for the Sojourners Internship Program. The yearlong program combines work placements in our nonprofit office with an opportunity to live in an intentional Christian community. Between 7 and 10 interns are selected for the program each year. To learn more about Sojourners, please visit our website at [www.sojo.net](http://www.sojo.net).

Sojourners' interns are placed in full-time jobs in which they must learn quickly, be organized, take initiative, be prompt, and adapt to busy work environments. They must work well with supervisors and others, as well as manage and prioritize their work independently.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at (202) 328-8842. Please return this reference by email (preferred), mail, or fax, by **March 1, 2015**, to:

**[volunteer@sojo.net](mailto:volunteer@sojo.net)**

Sojourners Internship Program  
3333 14<sup>th</sup> St. NW, Suite 200  
Washington, DC 20010

Fax (202) 328-8757





## Application for Sojourners' Internship Program

1. What strengths and weaknesses did you observe in the applicant when you worked together?

2. What advantages and challenges do you think the applicant would bring to Sojourners?

3. Please rate the applicant on the following characteristics and abilities (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas) by **bolding** the appropriate number.

Creativity	1	2	3	4	5
Maturity	1	2	3	4	5
Initiative	1	2	3	4	5
Sensitivity	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
Organization	1	2	3	4	5
Sense of Humor	1	2	3	4	5
Flexibility	1	2	3	4	5

4. Overall, how would you rate the applicant?

- ☐ Exceptional
- ☐ Very good, with no reservations
- ☐ Acceptable
- ☐ Some reservations
- ☐ Weak



## **Application** for Sojourners' Internship Program

### **PASTORAL REFERENCE FORM FOR SOJOURNERS INTERNSHIP**

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Email or Phone \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

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Sojourners' interns are invited to an environment that fosters a high level of commitment and learning. Interns live in intentional community with individuals of different Christian journeys and work at the intersection of faith, politics, and culture. We seek individuals who have a mature faith and an interest in discipleship.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at (202) 328-8842. Please return this reference by email (preferred), mail, or fax, by **March 1, 2015**, to:

**volunteer@sojo.net**  
Sojourners Internship Program  
3333 14<sup>th</sup> St. NW, Suite 200  
Washington, DC 20010

Fax (202) 328-8757



## Application for Sojourners' Internship Program

1. Please reflect on why you think the Sojourners Internship Program would be a good experience for the applicant. What advantages and challenges do you think the applicant brings to Sojourners?

2. How would you describe the applicant's faith journey? How do you expect the experience would impact the applicant's faith journey?

3. Please rate the applicant on the following characteristics and abilities (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas) by **bolding** the appropriate number.

Creativity	1	2	3	4	5
Maturity	1	2	3	4	5
Initiative	1	2	3	4	5
Sensitivity	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
Organization	1	2	3	4	5
Sense of Humor	1	2	3	4	5
Flexibility	1	2	3	4	5

4. Overall, how would you rate the applicant?

- ☐ Exceptional
- ☐ Very good, with no reservations
- ☐ Acceptable
- ☐ Some reservations
- ☐ Weak



## **Application** for Sojourners' Internship Program

### **PEER REFERENCE FORM FOR SOJOURNERS INTERNSHIP**

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Email or Phone \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

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Our interns live together in a group house near the Sojourners office in Washington, D.C. They build community among themselves through regular gatherings of prayer, study, and faith sharing, as well as joining with Sojourners staff in study, ministry, retreats, and public witness. Participants need to have a mature understanding of their personal needs and boundaries and experience resolving interpersonal conflict with their peers.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at (202) 328-8842. Please return this reference by email (preferred), mail, or fax, by **March 1, 2015**, to:

**volunteer@sojo.net**  
Sojourners Internship Program  
3333 14<sup>th</sup> St. NW, Suite 200  
Washington, DC 20010

Fax (202) 328-8757



## Application for Sojourners' Internship Program

1. Please reflect on why you think the Sojourners Internship Program would be a good experience for the applicant. What advantages and challenges do you think the applicant brings to the Sojourners program, including the community experience?

2. Please describe an experience in which you have seen the applicant respond to conflict.

3. Please rate the applicant on the following characteristics and abilities (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas) by **bolding** the appropriate number.

Creativity	1	2	3	4	5
Maturity	1	2	3	4	5
Initiative	1	2	3	4	5
Sensitivity	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
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Sense of Humor	1	2	3	4	5
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4. Overall, how would you rate the applicant?

- ☐ Exceptional
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