Sojourners’ Internship Program

The Sojourners’ Internship Program is a leadership development program dedicated to Christian discipleship, community, and vocation. Celebrating its 33-year history, program alumni have made a lasting impact on the social justice movement in the church, the United States, and around the world.

Between seven to 10 participants are selected into the program each year. People from all life stages and career paths are welcome. The program is designed to be a holistic experience focused on the following:

* **Life and Faith**: Interns live together in Washington, D.C. and experience life as an intentional Christian community: sharing meals, a common budget, weekly house meetings, and communal prayer.
* **Prayer and Discipleship**: Interns participate in weekly faith and justice seminars, monthly chapel services with colleagues, and three community retreats.
* **Work and Vocation**: Interns work full-time in the ministry of Sojourners. Each participant is placed in an entry-level position and is paired with a professional mentor. Below is a list of positions commonly offered through the program:

|  |  |
| --- | --- |
| Advertising Assistant | Campaigns & Communications Assistant  |
| Circulation Assistant | Summit/Administrative Assistant |
| Donor Services Assistant | Magazine Editorial Assistant  |
| Executive/President’s Office Assistant | Online Editorial Assistant |

**Compensation:** Sojourners pays for all expenses relating to housing, meals, commuting and health insurance. Each intern also receives a $125 monthly stipend.

**Application Qualifications:** The program is open to anyone 21 years or older who has work permission in the United States. Married couples are welcome, but both individuals must apply and be accepted into the program. We are an equal opportunity employer committed to diversity. Interns must commit to serve the entire program year: August 14, 2017 - August 3, 2018.

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

**How to apply:** The application has four parts:

1. Individual application

2. Personal Essay

3. Resume (cover letter is not needed)

4. Three (3) Recommendation Forms: peer reference, clergy/faith leader, and employer

The **deadline for applications is March 1, 2017**. Interviews will begin in April. Send completed application materials via: email (volunteer@sojo.net), fax (202-328-8757) or mail to Sojourners Internship Program,408 C Street NE, Washington, DC 20002.

**Thank you for your interest in the Sojourners’ Internship Program.**

**I. INDIVIDUAL APPLICATION FORM**

Full Name:

Age (*must be 21 to apply)*:

Permanent Street Address:

Country:

E-mail Address:

Phone:

National citizenship (applicants need a SSN to apply):

Faith identity/denominational affiliation:

*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 for each.

**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 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?

**Skill Assessment**

Sojourners’ 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.

|  |  |  |
| --- | --- | --- |
| **Skill** | **Level of Proficiency***(Novice, intermediate, advanced)* | **Further Details/****Description** |
| **Computer Skills** |  |  |
| Database experience (list) | Names: |  |
| Programming |  |  |
| Web Design |  |  |
| Microsoft OS |  |  |
| Excel |  |  |
| Content Management Systems (list) | Names: |  |
| **Communication Skills** |  |  |
| Customer Service |  |  |
| Phone service |  |  |
| Sales |  |  |
| Language(s) |  |  |
| **Multimedia Skills** |  |  |
| Photography |  |  |
| Graphic Design |  |  |
| Video |  |  |
| **Journalism Skills** |  |  |
| Writing |  |  |
| Editing – Writing |  |  |
| Editing - Multimedia |  |  |
| Social Media Management |  |  |
| Research |  |  |
|  **Nonprofit Mgmt. Skills** |  |  |
| Administration |  |  |
| Event Planning |  |  |
| Finance/Accounting |  |  |
| Hospitality |  |  |
| **Organizing/Advocacy Skills** |  |  |
| Community Organizing |  |  |
| Online Organizing |  |  |
| **Other Skills:**  |  |  |

**Position Descriptions & Preferences**

These descriptions are summaries of each position, but are subject to change based on organization needs and priorities, plus individual skills, interests, and experience. All positions are based in an office environment with a 9-5 work week schedule.

|  |
| --- |
| **Nonprofit Management Track**  |
| **Advertising Assistant**The Advertising Assistant coordinates the production of online, email, and print advertising for all of Sojourners’ publications. This includes organizing incoming ad materials, communicating with advertising clients, creating reports, and collaborating with the sales team to implement creative ideas for our advertising clients. |
| **Circulation Assistant**The Circulation Assistant is responsible for direct and indirect subscriber customer service, including answering the phone, responding to emails, and troubleshooting for both Preaching the Word(Sojourners’ sermon prep resource) and the Sojourners website. This position represents Sojourners at conferences and prepares materials for these events.  |
| **Donor Services Assistant**The Donor Services Assistant manages Sojourners’ monthly giving program, provides phone and online assistance to all donors, manages database records, produces monthly reports, and provides support for the entire Development department. |
| **Executive Assistant**The Executive Assistant provides support to the President’s office by scheduling meetings, coordinating travel, managing office organization, briefing for events and public speaking, and communicating with board members and external partners. |
| **Program Development Track**  |
| **Campaigns & Communications Assistant** *(2 positions)*The Campaigns & Communications Assistantsprovide support for the campaigns and press teams including policy research, issue advocacy, online activism, and event planning. They track media coverage of Sojourners’ initiatives and assist in creation of press materials and handling of media inquiries.  |
| **Summit/Administrative Team Assistant**The Summit/Administrative Team Assistantworks to help plan and organize Sojourners’ annual leadership convening, The Summit. In addition, this position provides support to the organization’s Administrative team including the office manager, human resources, and finance.  |
| **Magazine Editorial Assistant** *(2 positions)*The Magazine Editorial Assistantsprovide research, administrative, and creative support to Sojourners’ monthly print magazine. They participate in long-term planning and idea generating, fact checking articles, conducting interviews, maintaining digital archives, and cross-publishing content to Sojourners website. |
| **Online Editorial Assistant**The Online Editorial Assistant helps post and create content for Sojourners’ online publication by following religion and politics news, editing submissions to the publication, writing, and reporting. In addition, the Online Assistant helps manage Sojourners’ online subscriptions. |

**Position Ranking**

Position preferences will be discussed during the phone interview with applicants and a specific position offered as part of your acceptance into the 2017-2018 cohort.

Please indicate your job preferences by ranking them 1 thru 4 in both the Nonprofit Management track and the Program Track (1 = top choice; 4 = last choice).

|  |  |
| --- | --- |
| **Nonprofit Management Track** | **Program Development Track** |
|       Advertising Assistant |       Campaigns & Communications Assistant |
|       Circulation Assistant |       Summit/Administrative Team Assistant |
|       Donor Services Assistant |       Magazine Editorial Assistant |
|       Executive/President’s Office Assistant |       Online Editorial Assistant |

**Personal Attributes**

Please rate yourself on the following characteristics and abilities using a scale of **1 to 5** (1 = one of your weakest areas; 5 = one of your strongest areas). In addition, please list below the three attributes that best describe your gifts.

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

Top three attributes:

1.
2.
3.

**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 DC 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.** You can type your essay into this application or attach a separate document. Your essay will also be used as your writing sample for the application.

Essay Prompt: 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;
* educational history;
* volunteer, political, and social organizations with which you’ve been significantly involved and the nature of your involvement;
* links to published work or blogs.

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, 2017**.

References can be mailed to 408 C Street NE, Washington DC 20002; emailed to volunteer@sojo.net (preferred); or faxed to (202) 328-8757. You can also send your references a link to an online version of the reference form at <https://sojo.net/internship/applicant-reference>.

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

1. Peer:

2. Former/current employer:

3. Pastoral leader or clergy:

**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 into the program each year. To learn more about Sojourners, please visit our website at [www.sojo.net](file:///C%3A%5CUsers%5Ceramsey%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CQ4IEIA5E%5Cwww.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, 2017**, to:

**volunteer@sojo.net**

Sojourners Internship Program

408 C Street NE

Washington, DC 20002

Fax (202) 328-8757

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 on a scale of **1 to 5** (1 = one of the applicant’s weakest areas; 5 = one of the applicant’s strongest areas):

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

4. Overall, how would you rate the applicant?

☐ Exceptional

☐ Very good, with no reservations

☐ Acceptable

☐ Some reservations

☐ Weak

**Pastoral 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 into the program each year. To learn more about Sojourners, please visit our website at [www.sojo.net](http://www.sojo.net).

Sojourners interns are invited to an environment best suited to a high level of commitment and a willingness and openness to 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, 2017**, to:

**volunteer@sojo.net**

Sojourners Internship Program

408 C Street NE

Washington, DC 20002

Fax (202) 328-8757

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 on a scale of **1 to 5** (1 = one of the applicant’s weakest areas; 5 = one of the applicant’s strongest areas):

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

4. Overall, how would you rate the applicant?

☐ Exceptional

☐ Very good, with no reservations

☐ Acceptable

☐ Some reservations

☐ Weak

 **Peer 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 into the program each year. To learn more about Sojourners, please visit our website at [www.sojo.net](file:///C%3A%5CUsers%5Ceramsey%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CQ4IEIA5E%5Cwww.sojo.net).

Our interns live together in a group house in Washington, D.C. They build community among themselves through regular gatherings for 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, 2017**, to:

**volunteer@sojo.net**

Sojourners Internship Program

408 C Street NE

Washington, DC 20002

Fax (202) 328-8757

1. Please reflect on why you think 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 on a scale of **1 to 5** (1 = one of the applicant’s weakest areas; 5 = one of the applicant’s strongest areas):

Creativity

Maturity

Initiative

Sensitivity

Leadership

Dependability

Organization

Sense of Humor

Flexibility

4. Overall, how would you rate the applicant?

☐ Exceptional

☐ Very good, with no reservations

☐ Acceptable

☐ Some reservations

☐ Weak