

Administrative Support Intern

ABOUT THE UNSTUCK GROUP

The Unstuck Group helps pastors grow healthy churches by guiding them through experiences to align vision, strategy, team and action. Our core services include ministry health assessments, strategic planning, staffing and structure reviews, and multisite consulting. Learn how it works by visiting theunstuckgroup.com.

ABOUT THE INTERNSHIP

Job Description: Provide administrative and technical support to help ensure a smooth and responsive experience for both clients and team members.

Qualifications:

- Undergraduate student with relevant major/emphasis
- 12 week commitment
- 10 hours per week

Required Skills/Attributes:

- Professional in all written and verbal communication
- Organizational skills and attention to detail
- Reliable self-starter with good time management
- Ability to work independently on a remote team
- Basic skills for Wordpress website maintenance

Responsibilities:

- Assist with customer support via email and phone.
- Support website development and maintenance
- Support the team with managing inquiries and client experience
- Participate in weekly planning meetings and monthly all-staff meetings
- Other administrative tasks as assigned

Technology Used:

Wordpress, Hubspot, Canva, Slack, Asana, Google Business Apps, Gusto, Fyle

Compensation:

\$15/hour + college credit (if applicable)

To apply for a role listed below, please reach out to Tiffany Deluccia (tiffany@theunstuckgroup.com) to express your interest and share your relevant qualifications/experience.