**Ewalu Camp and Retreat Center**

37776 Alpha Avenue Strawberry Point, IA 563-933-4700 www.Ewalu.org

**JOB TITLE:** Program Management Intern

**RESPONSIBLE TO:** Associate Director

**EMPLOYMENT:** Full-time (Internship)

**SUMMARY**

The Internship offers experiences designing and leading top-quality Christian programs and retreat ministries which respond to the needs of the Northeastern and Southeastern Iowa Synods of the ELCA and of the overall Church. This person assists in planning and hosting adult and youth ministry programs including the recruitment, hiring, training, and supervision of summer youth ministry staff with the oversight of the Associate Director. The primary responsibility will be providing hospitality as the lead host of meaningful retreat experiences, to develop the hosting skills needed for excellent program direction. This 1-year position can also assist in church/public relations including publicity to help build greater participation, financial support, volunteerism, and ultimately, faith in Jesus Christ.

**POSITION RESPONSIBILITIES & EXPERIENCES**

***Programs***

* Serve as primary retreat host in offering hospitality for guest communities
* Serve with the Ewalu staff to plan, promote, and lead programs year-round
* Facilitate program retreats for all ages, using professional communications with guests, Ewalu staff, campers, and congregational leaders
* Assist with curriculum development and summer staff recruitment
* Be available to churches and visitors as a resource person. Lead parts of worship, team-building, music, environmental ed., campfires and other program activities
* Supervise the year-round growth and coordination of the Day Camp (VBS) Program
* Assist with special events including our fall festival, volunteer weekend, etc.
* Explore and imagine new programs to equip and serve the people of God

***Administration / Nonprofit Management***

* Assist the Associate Director with training and supervising the Ewalu summer staff
* Share input into the visioning the future of ministry at Ewalu
* Maintain an Ewalu presence in NE and SE Iowa Synod events
* Promote heightened hospitality at both Ewalu sites
* Coordinate mailing and communications related to employment documents for the summer staff
* Be a leader in maintaining key parts of the camp’s ACA accreditation
* Engage in communications with congregation leaders and camper parents
* All other responsibilities as assigned

***Development***

* Help build awareness of the power of camping ministry, strengthening the reputation of Ewalu with churches, potential donors, and the communities the camp serves
* Assist with fundraising events
* Respond creatively to feedback from guests, seeking “continuous improvement” in our hospitality
* Participate in occasional congregational promotional visits
* Attend social network events with fellow Youth and Family Ministry colleagues

***Marketing***

* Assist in producing quality marketing materials to promote Ewalu programs
* Welcome volunteers and help coordinate assembly of bulk mailings to reach the whole Ewalu community
* Offer ideas for our website and presence on social media

**QUALIFICATIONS**

* Commitment to the Christian faith and to the ministry of the Church
* Bachelor's degree preferred; preference is given for work experience in Christian retreat ministries including summer camp programs
* Excellent oral and written communication skills
* Basic knowledge of and appreciation for Lutheran theology
* Professional computer skills, including Microsoft Office applications
* Ability to assist in design and distribution of print marketing and social media
* Willingness to live onsite at Ewalu (housing is provided)
* Strong awareness of and commitment to healthy team dynamics
* Willingness to work flexible hours. Must have a valid driver's license
* Personal commitment to Jesus Christ

**COMPENSATION**

Private housing on a beautiful 500+ acre site, professional conferences, occasional meals, utilities, and trainings are provided. In addition, the Internship includes a stipend. This ranges from $12-15,000 per year, based on applicant qualifications.

**TO APPLY**

To apply, submit your [application](http://www.ewalu.org/images/pdf/Employment/ewalu_internship_application_17.pdf) with a Letter of Interest and current résumé by email or mail. For more information, contact Jesse Klosterboer, Associate Director, at [community@ewalu.org](mailto:community@ewalu.org) or call 563-933-4700.

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*Thank you for your interest in serving God through outdoor ministries!*