



NEW COVENANT BOARD OF CHRISTIAN SCHOOL EDUCATION

Developing the Leaders of Tomorrow in a Christ-Centered Environment

Executive Office: 1179 Boston Road (Rear Suite), Bronx, NY 10456
Tel. 718 328 6072 x 100/Fax. 718 620 2040

Archbishop Joseph A. Alexander, Ph.D., D.D.

CHANCELLOR

Organizational Development Internship

Have you been looking for opportunities to understand how not-for-profit schools are run? Are you willing to use your gifts of administration to serve God in a wholesome Christian environment? Then the organizational development internship at New Covenant Christian School may be right for you!

Founded in 1985, New Covenant Christian School is an educational ministry of New Covenant Christian Church. Our Pre-K to 12 institution, with three locations in the Bronx, is a place where students of all backgrounds can learn, grow, and develop in a Christ-centered environment with a commitment to excellence. We recognize that each student is gifted by God and the goal of true education must be to help each student develop their gifts for God's glory and the benefit of humanity.

As our Organizational Development Intern, your work will center around the following 4 areas: Social Media and Marketing, Fundraising, Recordkeeping, and Alumni Outreach. You will devise and implement a marketing strategy for the school; support the school administration in contacting potential donors and identifying other sources of financial support; assist in organizing student records in electronic format; and make contact with our alumni to update our alumni database. Since the organizational development intern will be working directly with the school's chief executive, this internship is ideal for someone seeking to develop a real-life perspective of what it takes to run a Christian school.

The Internship is for an 8 week period, beginning on June 6, 2016. To qualify for this position, you must have completed at least two years of higher education at a two-year or four-year college. You can apply for the internship by submitting a cover letter which answers the following questions:

- Have you had any experience working in an office environment?
- Why are you interested in interning with New Covenant Christian School specifically?
- What do you hope to gain from this internship?

Applications without a cover letter that do not address the above questions will not be considered. You should also submit a copy of your resume and your transcript, and an unofficial copy of your transcript is acceptable.

Please note that this is an unpaid internship. But what you may miss in monetary compensation, you'll more than make up for in experience working in a wholesome, Christ-centered environment. And you may even be considered for a permanent position once you complete your degree.

So what are you waiting for? Email your application materials to staffing@ncchristianschool.org today!