

Public Administration/Social Work Intern Agape Ranch



5151 Flynn Pkwy., Ste. 106, Corpus Christi, Texas 78413 · 361.742.6330 · www.agaperanch.org

Public Administration/Social Work Intern Job Description **Part-Time**

The Public Administration/Social Work Intern for Agape Ranch is primarily responsible for supporting the Director of Operations and the Director of Programs with administrative and operational tasks in support of the mission of Agape Ranch.

Major Responsibilities

- A commitment to work 10-20 hours per week for a full semester as defined by the college/university.
- Attend the first staff meeting of each month.
- Support during events and programs as needed.
- Assist with the implementation of the strategic development plan for communications.
- Day-to-day administrative duties as assigned by the Director of Operations.
- Assisting staff with tracking, formatting, and archiving records to comply with state regulations.
- Participate in planning, promotion, and execution of the seasonal programs.
- Assist with planning and implementation of fundraising events.

Knowledge and Skills

- Strong administration skills.
- Assist with programs, events, and activities.
- Detail-oriented.
- Comfortable and professional when working with diverse teams and community partners.
- Proactive, strong follow through, and ability to receive and implement feedback.

Qualifications

- A commitment to the mission of Agape Ranch.
- Completed first year pursuit of an undergraduate or Associate's degree or working toward a college degree.
- Preferred degree of study in social work, business management, public administration, or closely related field.
- Excellent computer skills with experience in social media platforms and Microsoft office.
- Ability to work with diverse and multi-disciplinary teams.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication skills.

Good Faith Commitment

Agape Ranch offers ongoing, unpaid internships designed to offer qualified applicants hands-on experience and training to gain an overall understanding of the operations of a small nonprofit organization. Benefits of an internship at Agape Ranch include a hands-on learning experience at a well-established nonprofit organization that partners with a variety of agencies across the Coastal Bend to provide support for children and families in the child welfare system. College credit may be available through the applicant's educational institute.

To apply, email your resume to the Director of Operations, Melissa Faux, at melissa@agaperanch.org.