# WAR, Int’l Intern Application

2790 44th St. SW, Wyoming, MI 49519 • 616-855-0796

www.warinternational.org • info@warinternational.org

## Instructions

Fill out this application and mail or email the completed form to WAR, Int’l **along with**:

* A resume with your objective, schooling, and other experiences.
* A letter of reference. (Please select whether your reference letter is attached  or your reference is sending a letter directly to WAR, Int’l .)
* A letter of interest answering the following questions:
  + How did you hear about WAR, Int’l?
  + Why do you want to work as an intern for WAR, Int’l? What are your expectations?
  + What strengths would you bring to WAR, Int’l? What positive impact can you make within the organization?
  + What do you plan to do after college? How would this internship assist in those long-term goals?
* School requirements (if applicable). Please include the name of your school, the forms to be completed, and the contact information for your faculty supervisor.

## WAR, Int’l Intern Expectations

* Be punctual and communicate any schedule conflicts with supervisor.
* Discuss goals and expectations with supervisor at the beginning of the internship.
* Keep supervisor informed about projects you are working on and/or progress toward goals.
* Exhibit a flexible attitude and a willingness to be a team player and complete tasks outside your specific internship as needed.
* Work at least 8 hours a week for 4 weeks (most internships are approximately 3 months and 8 to 40 hours/week).
* Gain exposure to different aspects of WAR, Int’l by attending a WAR, Int’l event, working one shift in an area other than your internship, and reading a related book approved by WAR, Int’l staff.
* Dress business casual while on the job.
* Remember that you are an ambassador of WAR, Int’l.
* Understand that this is a non-paid internship—thank-you for your work and your time!

## Contact Information

|  |  |
| --- | --- |
| **Full name** |  |
| **Current address**  **Current city, state, zip code** |  |
| **Permanent address**  **Permanent city, state, zip code** |  |
| **Best phone to contact you** |  |
| **Email address** |  |

## Position

Please keep in mind that we are predominately an administrative hub for 33 different countries. Your role will be more administrative within the following areas than hands-on. Select all that apply.

**Creative & Technical Writing**

*Raise awareness by writing, editing, or researching for news articles, press releases, web articles, SOPs etc.*

**Executive/Operational Assistant**

*Assist administration by performing behind-the-scenes work: answering phone calls, supervising volunteers, filing, and other administrative tasks.*

**Graphic Design & Photography**

*Edit, and design pamphlets or pages that reflect war and the women in our programs. Create catalogs by photographing a variety of subject matter and editing it for our web page.*

**Multimedia & Photography**

*Using your own equipment, assist in storyboarding, scripting, creating, & editing short films to illustrate our ministry. Photograph and edit a variety of subject matter for social media and web pages.*

**Marketing Research & E-commerce**

*Collect and analyze data on customer demographics, preferences, and buying habits to inform buying strategies. Research ways to develop our web page & market our products*

**Research**

*Maintain key documents and update resource material by researching programs, international development trends, etc.*

**Hospitality & Event Management**

*Create a welcoming atmosphere and minister through inventory, event planning, volunteer operations, & more.*

**Web**

*Help us communicate our mission by maintaining/updating our current site, discovering new plug-ins, or testing new technologies.*

## Skills/gifts

Select all that apply and expand where appropriate.

Organization & Efficiency

Detail-oriented

Multi-tasking

Work well with others

Passion for WAR, Int’l’s mission

Self-motivated

Creative/artistic

Communications and hospitality skills

Adept at learning new software

Interpersonal/people skills

Verbal communication

Enjoy answering phones

Fundraising

Event planning

Understand reliable research and sourcing

Proficient in Microsoft Word

Proficient in Microsoft Excel

Proficient in Microsoft PowerPoint

Proficient in Google docs

Proficient in Adobe Acrobat

Experience speaking in front of groups

Networking

Foreign language:

Basic copy writing skills

Creative writing

Technical writing

Proofreading

Experience using Associated Press (AP) stylebook, Chicago Manual of Style, or other style guide

Desktop publishing

Published author (publication and date):

Social media (Facebook, Twitter, blog, etc.):

Blogging experience/skills

Aesthetic eye

Knowledge of typography

Proficient in Adobe InDesign

Programming languages (HTML, JavaScript, PHP, etc.):

Proficient in Web development program (Dreamweaver, Flash, FrontPage, etc.):

Design mobile sites

Skills in responsive web design

Knowledge of Search Engine Optimization (SEO) techniques and strategies

Equipped with own camera and lenses

Proficient in Photo editing software (Photoshop, PaintShop Pro, etc.):

Hands-on experience with DSLRs, speed lights, and lenses

Equipped with own video camera, editing software, etc.

Proficient in Video editing software:

Data entry

General math skills

Advanced math skills

Experience closing out cash drawer

Statistics

Experience with Quickbooks software

Other:

## Current year in school

Freshman

Sophomore

Junior

Senior

## Academic credit

Is this internship for academic credit? Yes No

## Availability

### During which months are you available for your internship? Most internships are approximately 3 months, but our minimum requirement is 4 weeks.

**Start month:**  **End month:**

### During which hours are you available for your internship? Select all that apply. We have a minimum requirement of 8 hours a week. *Note: Not all internships are available during evenings and on Saturdays.*

**Monday**

Mornings

Afternoons

Evenings

**Tuesday**

Mornings

Afternoons

Evenings

**Wednesday**

Mornings

Afternoons

Evenings

**Thursday**

Mornings

Afternoons

Evenings

**Friday**

Mornings

Afternoons

Evenings

**Saturday**

Mornings

Afternoons

Evenings

Do you have your own transportation to/from work? Yes No

Do you have your own housing in Grand Rapids, MI? Yes No

## Agreement and Signature

### By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

|  |  |
| --- | --- |
| **Name (printed)** |  |
| **Signature** |  |
| **Date** |  |

## Our Policy

### Please mail or email this completed form and your resume, letter of reference, letter of interest, and any school requirements to WAR, Int’l (2790 44th St. SW, Wyoming, MI 49519 or info@warinternational.org). Once WAR, Int’l receives all of your application materials, we will read and evaluate your information and contact you for an interview based on our upcoming needs. Please note that we may not review your application or schedule an interview until 6–8 weeks before the proposed start date.

***Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain.***

**1 Corinthians 15:58**