

Title: Architectural Intern
Dept: Project Management
Date: TBD
Employee: Full-time for one year
Supervisor: David Damron



Role

- **Supportive:** The number one responsibility is to provide a support to the vision and goals of Builders International.
- **Ministerial:** The role is defined in context of ministry. Many tasks and attitudes are required; sensitivity, passion, servitude, understanding, hard work, commitment and unconditional love. The Architectural Intern is to catch the ministry’s vision and carry it out as best as possible.
- **Professional:** This is a full-time ministry position. It should be treated with respect and in a professional manner, in dress, personal hygiene and attitude. Expectations are to maintain a clean, organized work space, be present and timely during all internship work hours, and complete assigned projects within giving timelines.

Reporting

- Supervisor (David Damron) first, then to the Director of Builders International/MAPS

Responsibilities: To Assist the Project Architect in the following areas:

Technical

- Advise missionaries with their construction needs.
- Work with architects and engineers to draft and develop design sketches and/or project plans.
- Prepare estimate and project scopes of work as needed.
- Develop contract requirements for jobs that will be completed by local contractors.
- Travel to project sites internationally to help oversee critical construction phases, when needed.
- Coordinate with national project managers to ensure attention to details and smooth operation of the projects.

Communication

- Open and friendly communication between the leadership and the staff must be maintained.
- Out of office plans, personal or ministerial, should be openly shared with immediate supervisor in ample time to avoid conflicts with projects and events.

Budget:

- Monthly: \$900
- Cash to raise: \$1,000
*this is an estimate for both the cash and monthly, each internship budget will be adjusted according to location and length of internship. A trip to a project on the field will affect the amount of funds to raise.

Director Signature _____

Date _____

Architectural Intern Supervisor Signature _____

Date _____

Architectural Intern Signature _____

Date _____

Building for *LIFE*.