

Title: Project Management Intern
Dept: Project Management
Date: TBD
Employee: Summer or one year
Supervisor: Ryan Moore



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 Project Management 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

- First to an assigned Regional Project Manager then to the Director of Builders International/MAPS

Responsibilities: To Assist the Project Management Department within the following areas:

Technical

- Help with electronic filing of the assigned projects.
- Help with paper filing of the assigned projects.
- Help maintain construction schedules.
- Gather estimating information.
- Develop construction estimates.
- Other duties as needed.

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: \$1000
*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 _____

Project Management Supervisor Signature _____

Date _____

Project Management Intern Signature _____

Date _____

Building for *LIFE*.