



Internships

at Child Evangelism Fellowship® International Headquarters

THE GUIDE TO INTERNSHIP!

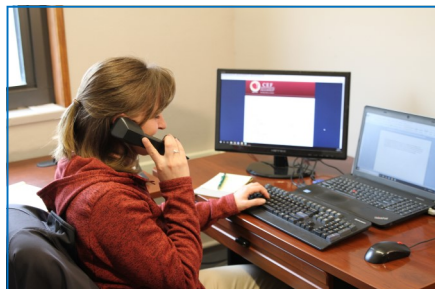
Internships provide real world opportunity for hands-on experience in the workplace. They also help people discover their God-given passions and abilities. Whether for academic credit, building your resume, or just discovering where God wants you to be, *Child Evangelism Fellowship International*® Headquarters offers unique opportunities for you. Discover your giftedness, while working in the largest children's ministry in the world – impacting over 25 million children annually in countries around the globe.

CEF® internships help strengthen your creativity, build your leadership skills, stimulate your personal and professional growth while maintaining the focus of fulfilling the great commission by spreading the Gospel to children in every nation. In the following pages you can read descriptions of each of our 12-month internships (followed by three months of CMI, if so desired.).



USA Ministries

God bless the USA! It all started here in America, as our Founder, Jesse Overholtzer, was stirred by the Spirit of God to bring attention to reaching children for our Savior, Jesus Christ. At a time when few churches and denominations believed children could even have a relationship with God, “Mr. O” pressed on. He began to see God’s vision of teaching others how to reach children in America first, and now almost every country of the world. USA Ministries exists to encourage, equip, and empower the expansive USA field of over 400 offices! Interns in USA Ministries serve state boards and local committees, staff, and volunteers, to accomplish the purpose of *CEF*. Our two main focuses are developing leadership and partnerships across the USA. An internship consists of communications, data/record keeping, assisting with conferences and events, logistics, research, material presentation, and encouraging prayer for the ministry. Over the course of the internship you will develop skills in communication and a variety of different software tools, all while learning of the broad scope of *CEF* ministry inside the United States.



International Ministries

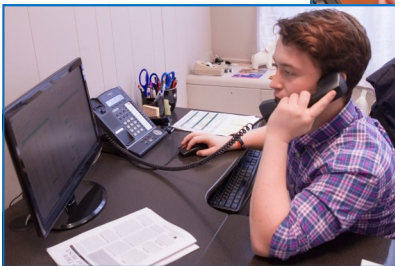
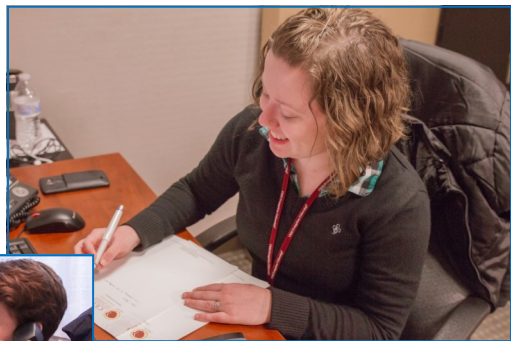
Ninety-six percent of *CEF* missionaries are nationals working in their own countries. Our International Ministries department is focused on working with those missionaries around the world to make sure they have what they need and are encouraged in the Word of God. These nationals often are in contact with International Headquarters with reports, questions, and testimonies. The International Ministries team is looking for an intern who is excited and passionate about ministry going on around the globe. This intern may be helping or communicating with missionaries who are on the ground, working directly with children to share the message of salvation. He or she would help with events throughout the year that the department leads, as well as gaining valuable experience in communicating with and working with different cultures around the world.



Global Partnership Ministries

Global Partnership Ministries (GPM) is responsible for acquiring new partners for *CEF* and raising financial support for the ministry. Partners are updated on what God is doing in the ministry through different mailings sent from headquarters and through visits from multiple representatives on the field.

GPM is looking for interns who are flexible and willing to take on a variety of responsibilities in this department. They would be able to experience various jobs such as event planning, email campaign creation, donor relations, database management and much more. These interns would need to be attentive to details, committed, understand Microsoft Excel, and have a willingness to connect with donors and volunteers over the phone or in person.



Housekeeping

CEF International Headquarters is a large campus that provides a space for people to work and minister to the *CEF* missionaries around the world. Often there will be volunteers serving here on campus and missionaries visiting from all around the world, being encouraged and trained to reach the children with the Gospel of Jesus Christ.

Our housekeeping department has the opportunity to serve the needs of our staff and our guests by caring for the building. This intern would help with the upkeep of the *CEF* campus as well as preparing rooms for guests and volunteers. Interns will gain valuable skills in the upkeep of the building, as well as being able to interact with and build relationships with those at the International Headquarters.



Information Technology

The IT department enables and equips *CEF International* Headquarters with the technology it needs to be able to fulfill its mission. The IT intern works with every department by performing preventative maintenance as well as working helpdesk trouble tickets. The two primary job requirements are a servant attitude, and less importantly, technical aptitude. Previous IT experience is preferred but is not required. This position also includes training and exam reimbursement for an initial IT Certification (CompTIA A+)



Dining Services

The *CEF* International Headquarters kitchen serves staff, students, and guests daily. This can range from 100-250 people eating three meals a day. *CEF* strives to prepare and serve each meal with variety and excellence. This intern will learn the ins and outs of running and working in a commercial kitchen. This intern will work with preparing and serving meals as well as work in the dish room and help clean the dining room. Scheduling and hours can vary based on calendar of events.



Corporate Communications

Child Evangelism Fellowship is the global leader in children's ministry, and therefore has a great need to publicize what God is doing. This intern will monitor all of the *CEF* corporate social media accounts. (Facebook, Twitter, Instagram, etc.). The intern will also learn how to post articles on the *CEF* website and blog, and keep track of all the statistics related to posts made on social media. It is important that the Communications intern be creative and enjoy brainstorming new ways to share with the public what God is doing through *CEF*.



Creative Services

A volunteer teaches a Bible lesson to homeless children in Africa. A missionary distributes Gospel booklets to military families in the Ft. Knox area of Kentucky. A busy professional in Asia uses her spare time to watch training videos online because she wants to lead children to Christ. These people are all using resources produced by the Creative Services department of *Child Evangelism Fellowship*. You can be part of creating resources like these that are used to train and equip the thousands of missionaries and volunteers serving with *CEF* around the world.

Our Creative Services department is looking for interns with a desire to have a global impact by developing resources for international outreach. You can go "behind the scenes" to learn how the resources used in *Good News Club*® and *5-Day Club*® are planned, prepared and produced. You can be part of the team God uses to make this happen! Ideal candidates will have a solid grasp of grammar and an ability to express themselves well verbally and in writing. These interns will work closely with a team of creative writers, editors and media specialists to prepare a wide variety of ministry resources. Millions of children are impacted by the Bible lesson texts, training videos, PowerPoints®, magazine articles, missionary stories and many other things that are part of this internship.



Creative Services: Studio

You can train a volunteer to share the Gospel with inner city children, say thank you to a donor, encourage thousands of *CEF* missionaries around the world and get kids excited about memorizing Scripture! These are just a few of the ways that God uses the videos and other resources produced by the *CEF* studio team.

As the Studio Intern you will use graphic design skills to assist with the production of major training and promotion products for *CEF* that will be used across the nation and maybe even around the world! Careful attention to detail and organizational skills are preferred and previous experience with videography, such as camera work and editing with Adobe Premiere would be beneficial.

If you like working with a creative team of people, thinking outside the box and pushing the limits of what you thought you could accomplish then the studio internship might be right for you.



Production

The Production intern will work directly with the manufacturing of *CEF* materials with *CEF Press*®. There are a variety of tasks from binding, to folding, to gluing the materials used every day by *CEF* workers around the world. One of the highlights of this internship is seeing and participating in the creation of all of the *CEF* materials and knowing that you are preparing materials such as wordless books, Bible lessons, songs and many other things to be used to reach children. This intern will be able to learn new skills in this fast paced production environment. They will be a part of what God is doing to reach Every Child, Every Nation, Every Day through *CEF*.



Shipping

The Shipping intern will assist the packing and shipping of boxes of *CEF* curriculum to missionaries all over the world. In addition to filling *CEF Press*® orders, the intern will be able to have direct contact with the literature that goes out to equip teachers all around the world who are dedicated to reaching boys and girls with the Gospel. They will become familiar with all of our literature items, evangelistic, discipleship, teaching, and training tools. This intern would also have opportunities to learn other aspects of customer service, production or other service areas as opportunity arises!



FAQs

- **Is the internship the right choice for someone who wants to pursue a career in missions with CEF?**

The internship is a great option for someone who is looking to pursue a career with *CEF*. We have had many interns go on to be full-time staff members at IHQ and in their local area.

- **How can I apply?**

The application can be found at: www.cefonline.com/apply. When filling out the application, be sure to put "IHQ Intern" as your desired position.

- **Do monthly gifts count toward my funding goal?**

Yes, the goal is to raise \$3,500. This can be either one-time or monthly gifts. For example, if someone commits to giving you \$100 per month during your internship, then we will count that as \$1,200.

- **What should I plan to bring?**

The rooms the interns stay in are very similar to college dorm rooms. Bedding and towels are provided, but you are welcome to bring your own. You may bring a small refrigerator or TV for your room if you would like. Most of the internship positions require you to wear "business casual" clothes, so you will want bring proper work attire.

What are others saying about the internships?

“The internship has been a truly life-changing experience for me. I have learned a variety skills and experienced things I probably never would have if I did not do the internship this year; and although the department I am a part of has been amazing, and it has helped me learn so much more about the ministry of CEF, it has not been my favorite part of the internship. The one aspect of my time here that has impacted me more than anything else has been my growth in my personal relationship with God. The way I have seen God move and work not only in my own life but in the lives of others that are connected with this ministry has been such a beautiful and comforting reminder that He is in control of all circumstances. The way that He orchestrates His plan for my life and supports me as I seek to follow that plan throughout this internship has formed a spiritual milestone in my life that I will always look back on.” - Seth Beeson

“Not having worked with CEF before coming as an intern and being 4 years out of college, left me questioning if it was a good move for me at that point or not, to where I almost let the opportunity pass me by. Thankfully, I can say that I didn’t and without a doubt it was one of the best decisions that I have made and that the Lord is ever faithful if you strive to follow His leading. The other interns, staff, and CEF missionaries that I have had the privilege to meet and see God work through has allowed me to experience all the more just how GREAT our God is.” – Morgan Hofer

Who should I contact if I have questions?

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CEF

CHILD EVANGELISM
FELLOWSHIP®

Since 1937

Reaching children worldwide™

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