



## Administration Internship Overview

International Christian Concern (ICC), [www.persecution.org](http://www.persecution.org), is a Washington DC area non-profit devoted to providing assistance, advocacy, and awareness for persecuted Christians worldwide. ICC internships offer students an incredible opportunity to gain experience in areas such as non-profit ministry, international relations, humanitarian aid, writing, research, Capitol Hill advocacy, communications, and media, while aiding in relieving the suffering of those persecuted for the faith. The internship program is based at ICC's corporate headquarters in the Washington DC area.

### Program Description:

- Full-time or part-time
- Minimum 2-month commitment
- Available spring, summer or fall semesters
- Qualifications and requirements to apply:
  - Minimum age: 18 years.
  - Education: Undergraduate freshman or above
  - Resume
  - Contact information for 3 references (including one spiritual reference)
  - Complete online application found at link below

### Program Components

**Mentorship:** All interns are assigned a staff mentor. Mentors work closely with interns in personal and professional development, meeting regularly to answer questions, provide meaningful projects, offer career advice, and assist interns in getting the most out of the program.

**Work Hours:** 7:30 a.m. to 4:00 p.m. Monday-Friday (for full-time interns)

Administration Internships include, but not limited to:

- Research and organize projects
- Working with technology
- Donor relations and mailing processes
- Office processes and finances
- Office inventory, asset inventory, and purchasing
- Corporate records
- Event planning and scheduling

### To Apply

Apply online at <http://www.persecution.org/take-action/internships>. Email all required documents to Anna Lumanlan at [logistics@persecution.org](mailto:logistics@persecution.org).