



DOOR OF HOPE
REDEEMING LIVES
RESTORING FAMILIES

Nonprofit Administration Intern

Location: Blaine MN

Door of Hope Mission: Through God's power, Door of Hope equips people all over the world to live free from abuse and trauma through safe housing, educational conferences, support groups, trauma recovery counseling and prayer ministry. Door of Hope is a 501(c)(3) nonprofit organization. More information at doorofhopeministries.org

Benefits selected candidate can expect:

- An immersive experience to further your understanding of nonprofit ministry
- Be part of a team working with cutting-edge brain science and healing trauma methods
- Help reach peoples of the world with God's freedom from abuse and healing from trauma
- Introduction to and personal exposure to the Immanuel Lifestyle
- One-to-one mentoring with Door of Hope staff
- Further your own healing journey by being a part of an inner healing community

Responsibilities during the internship will include, but not be limited to, the following:

- Day-to-day administrative duties as assigned by executive director and staff
- Assist with timely and accurate entry into donor management system
- Assist with donor communications, including preparation of gift acknowledgements
- Attend staff meetings (e/o week) and other meetings as requested
- Prepare packets and materials for donor meetings and events
- Assist with planning and implementing fundraising events, conferences, workshops and trainings
- Help with scheduling volunteers and clients for support groups and trauma recovery counseling
- Become proficient on office systems: filing system, Apricot donor database, G-Suite, etc.

Qualifications for the ideal candidate:

- Must agree with the The Door of Hope Faith Statement (below) and Mission (above).
- Completed or working toward a college degree in a related field (i.e. business administration, nonprofit management, social entrepreneurship, marketing, event planning, etc.).
- An effective communicator in written and oral form
- Detail-oriented, a love for organization and administration, ability to prioritize, and meet deadlines
- Exceedingly well organized, self-motivated, flexible and dedicated to helping in a support role
- Computer skills, especially in Microsoft Word, Excel and Publisher
- Comfortable working alone on assignments and in collaboration with others
- Previous internal management and project coordination a plus
- Previous internship or related experience a plus
- Videography skills a plus
- Candidate will need to pass a criminal background check

10-15 hours a week onsite or remotely, depending on Door of Hope's need.

Interested candidates: please submit cover letter (that includes your testimony and three personal goals for the internship) and resume to Associate Director, Darlene Cook, at darlene@doorofhopeministries.org.



The foundation of Door of Hope is rooted in the principles set forth in scripture and the person of Jesus Christ, and that complete healing is available through them.

Door of Hope Ministries Faith Statement

- WE BELIEVE IN the ***Triune God, Father and Son and Holy Spirit.***
- WE BELIEVE in the God of Abraham, Isaac and Jacob.
- WE BELIEVE THAT ***JESUS CHRIST, GOD'S SON, IS OUR SAVIOR AND LORD.*** We believe he was born of virgin birth, led a sinless life, became the atonement for our sins, and was raised from the dead. Because of Christ's sacrificial death, we are released from the punishment of sin.
- WE BELIEVE THAT ***THE ONLY WAY TO SALVATION IS THROUGH JESUS CHRIST.*** We believe that the gospel is the power of God for the salvation of all who believe.
- WE BELIEVE ***THE BIBLE TO BE THE INSPIRED WORD OF GOD*** and the infallible authority in all matters of proclamation, faith, and life.
- WE BELIEVE THAT ***THE HOLY SPIRIT'S SPIRITUAL AND SUPERNATURAL MINISTRIES AND GIFTS ARE OPERATIVE TODAY*** in the life of the believer and church.
- WE BELIEVE ***IN CHRIST'S SECOND COMING*** and in the resurrection of believers to eternal life.
- WE BELIEVE in **the sanctity of life** from conception and **the institution of marriage** between one man and one woman.
- WE BELIEVE everyone is created in God's image, and his desire is that we treat each other with love and respect.
- WE BELIEVE families and individuals can be empowered to choose healthy, violence-free lives and break the generational cycle of abuse.