



## American Baptist Churches USA Internship with Office of the General Secretary

**Vision:** Provide a nine-month internship for a woman in ministry in a national leadership setting within the American Baptist Churches USA. This internship will offer a recent female seminary graduate or near graduate a variety of ministry experiences, within the full scope of national denominational activity, as a member of the ABCUSA Office of the General Secretary. The intern will build relationships with potential mentors and interact with a broad range of ABCUSA ministries (international, national, regional, and local church).

**Qualifications:** Recent female seminary graduate or nearing graduation.

**Purpose:** To empower a Baptist woman in ministry; provide an experience within the full scope of ABCUSA's denominational ministry.

**Duties:** Determined in part according to the unique gifts and experiences of the intern; duties determined by the ABCUSA General Secretary and scheduled ABCUSA priorities, inspiring the selected candidate to apply their respective skillsets.

Examples: Office of the General Secretary; Women in Ministry; Women's Ministries; Ecumenical & Interfaith Ministries; Regional Ministries; Peace & Justice Initiatives; National Agencies and Mission Partners; Communications; and Stewardship; may assist with pilot projects/ministries.

The above Internship example duties may be modified by the General Secretary, tailored to fit the unique qualifications/interests/abilities of the candidate in direct correlation with ABCUSA priority ministry initiatives and timelines.

**Supervisor:** ABCUSA General Secretary or assigned representative.

**Intern Duration:** November - July (nine months annually)

**Compensation:** Commensurate Salary with healthcare benefits and holidays.

**Housing:** Intern's responsibility; ABC will inquire about housing with ABC partners.

**Travel:** Two round trip airline tickets will be provided for initial and final transport, if not by personal auto. Transportation in the Valley Forge area would be by the intern's personal vehicle.

**To Apply:** Send cover letter, resume and three reference letters to ABCUSA, Office of the General Secretary; PO Box 851; Valley Forge, PA 19482-0851.

Applicants may email the above documents to [Kathy.Jachowski@abc-usa.org](mailto:Kathy.Jachowski@abc-usa.org), Executive Assistant to Dr. Lee Spitzer, General Secretary. Please respond by October 1, 2018.