

## COMPANY OVERVIEW:

At Broken Hearts Ministry, we have been called to lovingly serve those whom others may have overlooked. Jesus taught His disciples that to the extent they ministered to even the least in their midst, they ministered to Him as well (Mt. 25:40).

Therefore, our mission is to impact the broken-hearted living and working on the streets by building relationships, providing resources, demonstrating the love of Jesus, and giving them hope.

Our ministry consists of three teams - Thursday and Friday night Street Teams, and a Prayer Team. From approximately 11pm to 2am, we hang out on the street and at local shops in an effort to build relationships with the people who live and work there. We want to bring Jesus to an overlooked group of people and establish friendships that extend beyond the street and meet needs in every aspect of life.

## INTERNSHIP DETAILS:

At this time, all of our internships are *unpaid* but may be used for school credit and work experience. Internships are approximately three months in length, and ideal hours are listed, but are flexible depending upon the student's need and timeframe for completion. We are happy to work with you and your schedule.

Applications for summer interns are due May 16<sup>th</sup>. Internships begin the week of June 4<sup>th</sup>.

To find out more about an internship or to apply, please contact [holly@brokenheartsministry.org](mailto:holly@brokenheartsministry.org)

## INTERNSHIPS:

### **Preaching/Teaching Internship:**

**Hours:** 20/wk

**Purpose:** To gain preaching experience and practical application through Broken Hearts street ministry to those intending to go into ministry leadership; to assist the Broken Hearts team in sharing the gospel on the streets of Los Angeles; to help student fulfill graduation requirements;

### **Responsibilities**

-Spend daily time in personal prayer as well as for Broken Hearts and those involved with the ministry.

-Prepare messages and preach at 1 Refuge service weekly (either Thursday or Friday night. Hours these nights are 11pm-2am).

-Be available after Refuge Services and throughout the week to answer theological/spiritual questions friends from the street may have.

-Meet with individuals we have relationships with on the street (either in Bible studies or one on one discipleship) at least once per week.

-Assist in teaching Street Ministry classes (*not applicable during summer months*).

-Weekly meetings with Executive Director; attend staff meetings

-At least two days per week of internship hours to be spent in Hollywood.

**Requirements:** A heart for the lost and broken and passion to spread the gospel in love; a desire and ability to learn. Must have reliable transportation. Students completing a degree in Biblical Studies, Theology, Intercultural Studies or closely related area of study preferred but not a requirement.

### **Grant Writer**

Hours: 20/wk

**Purpose:** to gain experience in writing and submitting grant proposals for non-profits; to obtain funding for BHM by researching, writing, submitting, and following up with grant proposals. To build relationships with grantors/foundations; help student fulfill graduation requirements.

### **Responsibilities:**

-Write a case statement for BHM; research grants; inquire and build relationships with grantors.

-Submit 2-3 grant proposals per month.

-Assist in research and surveys needed for grant proposals and follow-up for grants received.

-Meet weekly with Ministry Coordinator and/or Executive Director.

### **Requirements:**

Excellent verbal and written communication skills, self-starter, ability to research and analyze information. Undergrad or Graduate student completing a degree in non-profit management,

social work, communications, business, or related field. Ideal candidate would have previous experience preparing grant proposals.

### **Community Relations Intern**

**Hours:** 15-20/wk

**Purpose:** To gain experience in the areas of public relations, fundraising/awareness and forming community partnerships; help to establish and improve BHM in these areas by implementing processes and new ideas; gain experience in non-profit operations and management; help student fulfill graduation requirements.

#### **Responsibilities:**

- Meet with local orgs/law enforcement in order to form stronger relationships and partnership.
- Attend meetings with local service providers and churches to assist in developing relationships.
- Book speaking engagements for staff at churches, small groups, ministries, etc.
- Brainstorm new ideas for raising awareness.
- Assist with social media and public relations efforts to raise awareness
- Attend at least 2 White as Snow events and 2 weekly outreaches; attendance at volunteer meetings
- Commit to personal prayer as well as for Broken Hearts and those involved with the ministry.
- Report weekly to Executive Director and Ministry Coordinator

**Requirements:** Excellent ability to communicate clearly and professionally, self-motivated and people-oriented and creative. A heart for the lost and broken, and passion for the ministry work of Broken Hearts. Must have reliable transportation for meetings and be able to spend at least 2 days per week of internship hours in Hollywood. Undergrad or Graduate student completing a degree in Public Policy, Public Relations, Non-profit/Business Management, Communications or related field.

### **Fundraising Intern**

**Hours:** 15-20/wk

**Purpose:** To gain experience in the areas of fundraising/development; help to fulfill and improve current BHM fundraising efforts; gain experience in non-profit operations and management; help student fulfill graduation requirements.

**Responsibilities:**

- Assist Fundraising Committee in planning annual fundraiser
- Assist Fundraising Committee and Staff with brainstorming and planning smaller fundraising opportunities and events.
- Promote house parties and recruit hosts for these events
- Assist with social media and public relations efforts in order to raise awareness and create opportunities for giving.
- Write and submit letters to potential donors and for in-kind donations.
- Commit to prayer for Broken Hearts and those involved with the ministry.

**Requirements:** Experience with event planning and fundraising; highly organized with an ability to communicate clearly, professional, self-motivated and creative. Must have a passion for ministry and the work of Broken Hearts. Undergrad or Graduate student completing a degree in social work, non-profit management, business, marketing or related field is preferred, but not a requirement.

**Case Management Intern**

**Hours:** 15-20/week

**Purpose:** To gain experience in case management practices; to improve BHM case management systems and implement new processes; to assist clients in progressing off of the streets; help student fulfill graduation requirements.

**Responsibilities:**

- Review case management forms and process for areas of improvement
- Implement case management system for BHM based on best practices in social service field
- Assist clients on a weekly basis
- Attend The Refuge at least bi-weekly and all White as Snow services.

-Connect BHM to local organizations for long-term assistance and determine best contacts and providers for specific needs and situations.

-Attend meetings with local service providers (HHOT, Hollywood 4WRD, etc)

-Review and update list of BHM Resources as needed

-Commit to personal prayer as well as for Broken Hearts and those involved with the ministry.

-Meet weekly with Executive Director and Ministry Coordinator

**Requirements:** A heart for the lost and broken and desire to serve; must be able to communicate clearly, have compassion for clients while remaining professional and able to hold boundaries; knowledge of case management systems and practices; must have reliable transportation for meetings with clients and BHM staff; undergrad or Graduate student completing a degree in social work or related field.