KINGDOMCAUSES
BELLFLOWER

Job Description: Community Research and Education Intern

Position Title: Community Research and Education
Hours: 20 hour/week
Availability: June 4 – July 30 (8-week internship)
Reports To: Executive Director

Position Summary
The Community Research and Education Intern will have the unique opportunity to work directly with the KCB Executive Director to create resources to help educate staff, community stakeholders, and government officials on current affairs in Bellflower and the surrounding cities. This intern will partner with the ED to develop a research strategy to effectively compile and communicate current trends in Bellflower and the surrounding cities concerning homelessness, employment, race, income, and other pertinent information. The ideal candidate would have experience in academic research and a desire to assist in the develop of educational material.

Responsibilities
Interns will be responsible for completing weekly administrative tasks, engaging with the community, completing education assignments as given by supervisor, and attending all required staff meetings.
Specific Responsibilities Include:

- Identifying existing data sources relevant to community development issues in Bellflower and Southeast LA County
- Interpreting data and identifying trends from prior community listening and surveys completed by KCB in 2018
- Assisting the Executive Director in compiling a "state of the community" handout and presentation that helps churches and stakeholders be informed about the assets and needs of the city so that they better understand how to be part of the solutions

Program Summary
All Kingdom Causes Bellflower interns will receive training in Christian community development principles, asset-based community development, and nonprofit administration. They will be responsible for completing several projects independently throughout the summer.

Qualifications

- High school degree, some college preferred
- Ability to organize time and responsibilities to handle work demands and timelines
- Ability to be flexible and work with changing priorities
- Ability to work with basic supervision, with initiative, and good judgement
- Dedication to the mission, vision, and values of Kingdom Causes Bellflower

Application Deadline
April 28, 2018 or until positions are filled. Interviews and acceptance will occur on a rolling basis.

To apply, send resume and cover letter to humanresources@kcbellflower.org
Kingdom Causes Bellflower
16429 Bellflower Blvd.
Bellflower, CA 90706