



## Job Title: Management Intern

**Reports To:** RBI Austin Program Manager

**RBI Austin Mission:** RBI Austin seeks to engage and develop inner-city Austin youth athletically, academically and spiritually, empowering them to lead the transformation of their communities.

**RBI Austin Vision:** RBI Austin envisions a transformed East Austin community in which every child has a qualified mentor, access to thriving schools, athletic programs and churches, and a pathway to lifelong success.

### Job Vision:

- To steward and contribute to the advancement of the kingdom of God in Austin
- To grow spiritually through weekly RBI staff Bible studies
- To gain valuable leadership experience and skills
- To assist in operations of RBI Austin
- To be a chief servant to RBI Austin's constituents (volunteers, participants, partners, etc.)
- To engage the church of Austin in opportunities to make disciples through RBI Austin
- To biblically love and serve "the least of these" and equip others to do the same

### Areas of Responsibility:

The RBI Management Intern will gain skills in the following areas:

- Administration
  - Work directly with Program Manager to learn administration of RBI Austin programming
  - Develop competency in the area of invoices, deposits, and other administrative aspects of RBI Austin programs
  - Serve as co-commissioner of a Jr. RBI baseball league division
- Operations
  - Learn how to lead RBI Austin Summer League operations
  - Learn RBI Facility Management / Field Maintenance
  - Gain experience in non-profit management
  - Grow in coordinating off-the-field RBI events

### Expectations:

- Pursuing and initiating discipleship relationships
- Regular communication with RBI Austin supervisor and staff

- Attendance at the following:
  - Weekly RBI Austin Operations meeting (Monday 2-3pm)
  - Bi-Weekly For the City Staff meeting (Tuesday 12-1:30pm)
  - Weekly RBI Austin discipleship meeting (Thursday 1-2pm)
- Internship hours available:
  - Mon – Thurs: 1pm – 9pm (if not working evening, then 9am – 5pm)
  - Friday: minimal work day
  - Saturday: 7am – 6pm
  - Sunday: Sabbath rest

**Qualifications:**

- Diligently seeks a vital and growing personal relationship with the Lord. Will be a student of the Scriptures and a person of prayer. In all areas of life and witness, will seek to shepherd the people of RBI Austin by being an example to the flock (1 Peter 5:3).
- Takes initiative.
- Enjoys people; has strong communication skills.
- Is able to work on a team toward specific goals in a mutually edifying and supportive manner.
- Flexible schedule (includes nights and weekends).
- Maintains a teachable and open attitude.

**Join our team!**

Interested in applying? Email [info@rbiaustin.org](mailto:info@rbiaustin.org) for more information to begin the application process.

