

WORLDWIDE DISCIPLESHIP ASSOCIATION

# ADMINISTRATIVE & FINANCE INTERNSHIP

ARE YOU INTERESTED IN USING YOUR  
ADMINISTRATIVE SKILLS TO HELP  
ADVANCE THE KINGDOM OF GOD?

RECEIVE HANDS-ON TRAINING AND  
PERSONALIZED MENTORSHIP IN OUR  
INTERNSHIP PROGRAM.

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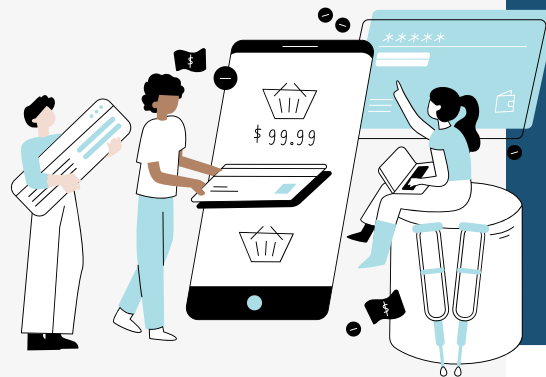
Apply by February 20, 2023  
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## ADMINISTRATIVE & FINANCE

### Internship Opportunity

**PT or FT, \$150 Monthly Stipend**



## ABOUT THE INTERNSHIP

Depending on skillset, this Admin & Finance Intern will assist with tasks including, but not limited to: data entry and management, internal communications, donation processing, bookstore orders, payroll, accounting, digital filing & archiving, etc.

The WDA Administrative & Finance Intern will report to the Director of Generosity. The individual will be required to find housing in the Atlanta area or request an official WDA Host Home.

A \$150 monthly stipend is provided. Long-term interns have the options of raising personal support for supplemental income.

## LOCATION & TIMEFRAME

This position is available at the WDA Headquarters in Fayetteville, Georgia, USA (Metro-Atlanta Area). The internship is available as a summer internship or a long-term internship, beginning the summer of 2023 (May 29 and on).

## RESPONSIBILITIES

Applicants will provide support in the following areas. As no single applicant is likely to have all of the following skills, applicants with experience in at least 2-3 of these areas, and a willingness to expand their skillset, should feel comfortable applying. Must be able to work collaboratively.

### Data entry & management:

- Work within WDA's CRM database to "clean" and complete data
- Locate & merge duplicate entries
- Coordinate & optimize WDA's mailing lists
- Create & edit spreadsheets

### Donation / Order Processing:

- Assist donors in gift setup for the organization or for WDA staff
- Provide batch donation entry
- Follow up on failed donation transactions
- Process & fulfill bookstore orders from WDA's on-site inventory

### Payroll & Accounting

- Prepare payroll / payroll exceptions
- Learn / apply basic accounting principles for a ministry environment
- Provide redundancy to payroll & accounting departments (long-term interns only)

### Miscellaneous Administrative Support:

- Digital filing & archiving
- Mail and shipping
- Event / training planning and coordination
- General administrative support as assigned

**Scan QR code  
to get started!**

