



Internships Available

Summer 2010 • Northern Virginia

Prison Fellowship Ministries is comprised of **Prison Fellowship**, the world's largest outreach to prisoners, ex-prisoners, and their families and **Breakpoint**, which equips Christians to live out their faith in the culture. Visit our website at www.prisonfellowship.org for more information about this exciting and diverse ministry!



Prison Fellowship's National Office invites you to apply your academic experience in a Christian ministry environment by offering the enclosed list of dynamic internships. Our National Office location in Lansdowne, VA is also a great place to spend the summer due to its proximity to Washington, DC. Apply now to make a difference as we reach out to people to change lives, minds, and communities through Jesus Christ. E-mail your resume and cover letter expressing interest to internresumes@pfm.org. On the rare occasion you do not have email, you can fax to: 703-554-8609 attn: Internship Program. Email is preferred. Please visit us at www.pfm.org/internships and review the Program Guide to answer your initial questions.

TRAINING ASSISTANT (30-40 HRS/WK)

Prison Fellowship's Training and Learning Services Department (TLS) supports and develops the organization through individual and group training. As a team player, you will assist the TLS Team with the maintenance and research efforts associated with various training courses, programs, and projects, development and writing of education training programs, and observe and evaluate training sessions during the preproduction phase. When feasible, you will also participate in local training events such as distance learning classes and other classroom trainings. The qualified individual will possess a strong level of PC proficiency in MS Office, strong written/oral communication skills, experience with research techniques, the ability to work with limited supervision, and strong Internet research skills. Biblical teaching and leadership experience a plus. **Suggested Major(s):** Education, Management, Communications or Christian Ministry

DIRECT MARKETING INTERN (35-40 HRS/WK)

Prison Fellowship's Direct Marketing team is seeking an individual that has the natural skills and intellectual curiosity to help us develop new supporter acquisition and engagement strategies. Specifically, we are interested in someone who can help us develop and launch new non-donation supporter engagement opportunities. **Suggested Major(s):** Marketing, Communications, or Business Administration

BREAKPOINT INTERNET EDITORIAL ASSISTANT (40 HRS/WK)

[BreakPoint](#) is a program that equips Christians to apply the truths of Scripture to all of life's questions and controversies. You will assist the BreakPoint staff with daily tasks for web, email, radio and magazine communications, which includes the need to proofread and edit documents, post documents on the BreakPoint website, research/write for web and email communications with a focus on BreakPoint's internet communications. The qualified individual will possess strong PC proficiency and experience with MS Office, strong Internet research skills, strong research/writing skills, and familiarity with basic web publishing. Editing/proofreading skills, experience with HTML/website editing, and published articles are a plus. **Suggested Major(s):** English, Journalism, or Communications

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MARKETING ASSISTANT: BREAKPOINT (40 HRS/WK)

[BreakPoint](#) is a program that equips Christians to apply the truths of Scripture to all of life's questions and controversies. You will focus on general marketing functions of Breakpoint, the Christian worldview ministry outreach of Prison Fellowship, with special emphasis on assisting in the development, promotion, and distribution of Christian Worldview programs, products, curricula, newsletters, and websites. Explore promotional opportunities and alternative distribution strategies for Breakpoint products and websites. The qualified individual will possess a strong level of PC proficiency, strong internet research skills, strong written and oral communication skills. **Suggested Major(s):** Marketing, Business, Business Information Systems, English, or Communications

MARKETING ASSISTANT: THE COLSON CENTER (40 HRS/WK)

The [Colson Center](#) seeks to serve all who are seeking to integrate faith and truth for transformed living. The Center provides opportunities for searching a wide range of documents and other materials, an online learning community, acquiring materials for training others, networking with likeminded Christians, and staying abreast of the latest in Christian worldview thinking. You will assist in the general marketing functions with an emphasis on research and implementation of social networking strategies that will increase website traffic and product sales related to The Colson Center. The qualified individual will possess strong PC proficiency and experience with MS Office, knowledge of internet research, strong familiarity with social networking tools, and strong research/writing skills. **Suggested Major(s):** Marketing, Business Information Systems, English, or Communications

MARKETING COMMUNICATIONS ASSISTANT (30-40 HRS/WK)

The Marketing department at Prison Fellowship is responsible for the development, creation, production, and distribution of a wide variety of projects that help promote our mission and our individual programs to churches, businesses, individuals. You will learn what goes into the development of a promotional marketing plan, how to work with a variety of marketing communications vendors, the importance of consistent brand use in all communications and more. Join our crazy, busy team and help us make a difference as we reach out to people, just like you, to change lives, minds, and communities through Jesus Christ. The qualified individual will possess PC proficiency, strong organizational skills, ability to multi-task/prioritize, must be process-oriented and be able to think creatively. **Suggested Major(s):** Marketing, Business, Communications, or Business Administration

MARKETING PUBLICATIONS ASSISTANT (30-40 HRS/WK) – 2 OPENINGS

Prison Fellowship develops, creates, produces, and distributes a wide variety of materials that help promote our mission through our programs to churches, businesses, individuals. As a member of Prison Fellowship's professional marketing team, you will gain experience with our graphics, web and editorial teams. Step up to the challenge and assist with web copy, print pieces, photo/video creation and archiving, and market research. You will also learn how to work with a variety of marketing communications vendors, the importance of consistent brand use in all communications and more. The qualified individual will possess PC proficiency, strong organizational skills, the ability to multi-task/prioritize, and have an orientation towards photography/video production and design. **Suggested Major(s):** Marketing, Journalism, Business, Communications, or Business Administration

WEB AUDIO/VISUAL DEVELOPMENT/PRODUCTION ASSISTANT(40 HRS/WK)

You will receive broad exposure as part of an experienced Internet Team that performs essentially all of the core video content development, video editing and multimedia production efforts for the entire ministry. You will also have occasional opportunities to assist with some taping, shooting and field location video/audio work. The qualified individual(s) will possess a good working knowledge of MS Office Tools, have some level of online publishing experience, excellent typing and writing skills as well as good organizational skills. Final Cut Pro, Multimedia, Web, and/or Flash production experience preferred. **Suggested Major(s):** Communications, New Media Studies, Multimedia, Graphic Design, Photography, Journalism

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WEB CONTENT DEVELOPMENT ASSISTANT (40 HRS/WK)

Come work in our dynamic and fast-paced web development department. You will directly assist the Internet Team with the content development and maintenance for our family of web sites using the Joomla CMS. The most qualified intern will also have a vast array of opportunities for assignments as related to graphics design, text editing, scripting and/or configuration of CMS while working with an experienced in-house web development team. The qualified individual(s) will possess a good working knowledge of MS Office Tools, have some level of online publishing experience, excellent typing and writing skills as well as good organizational skills. Final Cut Pro, Multimedia, Web, and/or Flash production experience preferred. **Suggested Major(s):** Communications, New Media Studies, Computer Science

RESEARCH ASSISTANT: RESTORATIVE JUSTICE (30-40 HRS/WK)

Assist in the reformation of the criminal justice system to reflect biblically based principles of restorative justice! You will work both in Lansdowne and on Capitol Hill with restorative justice staff and focus on various criminal justice activities and reform projects as well as research, write, and develop articles related to restorative justice practices and programs. Additional aspects of this high profile position include the need to prepare materials for and participate in meetings about legislative issues on Capitol Hill, answer inquires about restorative justice from subscribers and supporters, and assist with website development and management. The qualified individual(s) will possess strong research and writing skills, strong written and oral communication skills, PC proficiency including Internet skills, and familiarity with government. Minimum two years of college education completed. **Suggested Major(s):** Public Policy, Law, Criminal Justice, or Political Science

PROJECT MANAGEMENT OFFICE (PMO) ASSISTANT (40 HRS/WK)

As part of a highly skilled IT Team, you will assist in Project Management Office (PMO) department functions, which will include the need to review, understand, and follow through the various aspects of the Project Management cycle as well as involvement in writing user documentation, defining user requirements and testing system upgrades. The qualified individual will possess a general software knowledge, Office 2000 experience, Windows XP experience, good written and verbal communication skills, and the ability to work well in a team. **Suggested Major(s):** Information Technology, Computer Science, or Business Information Systems.

INFORMATION TECHNOLOGY INTERN (40 HRS/WK)

We invite you to be a part of our highly skilled IT team and assist in various IT department functions to include configurations for hardware, networks, servers, client, voice over IP, video streaming. You will assist with software development, maintenance, trouble shooting, and testing. You will also gain great insight into the Project Management cycle and provide general support of system and user documentation. The qualified individual(s) will possess a strong level of software knowledge, Office 2000 experience, Windows XP experience, good written and verbal communication skills, and the ability to work well in a team environment. SQL Programming, Visual Studio .NET, .NET (ASP, C#, Java), Visual Basic, Microsoft Project experience preferred. **Suggested Major(s):** Information Technology/Computer Engineering

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