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## Veritas Forum Operations Internship

One Broadway, Cambridge MA 02142

### About The Veritas Forum:

The Veritas Forum partners with coalitions of campus ministries to create high-profile, university events that engage students and faculty in discussions about life's hardest questions and the relevance of Jesus Christ to all of life. The first event was hosted at Harvard in 1992. Today over 100 universities in North America and Europe are hosting annual Veritas Forum events. We have also extended our impact through publishing and web-based media. To find out more, visit our website at [www.veritas.org](http://www.veritas.org).

### Description:

The Veritas Forum is recruiting for a part time operations intern in the Cambridge/Boston area. This role will combine operational and administrative responsibilities for a rapidly growing, geographically-dispersed organization.

Operationally, the role will include:

- Tracking upcoming Forums, including required materials and presenter information
- Sending updates/requests to Forums team for outstanding materials/information
- Ordering and mailing Forum supplies and Presenter Agreements
- Purchasing and mailing survey incentives to survey participants
- Tracking Forum materials expenses
- Sending out prayer call reminders
- Updating Facebook and Website Forum Events
- Dependent upon interest/experience: research web applications to support Veritas Operations; development/maintenance of excel tracking systems; graphic design support; social media and marketing support; other special projects
- Providing ongoing support for monitoring and evaluation process with the National Field Director and the Operations Manager

### Qualifications and Skills:

Applicants should have a high school diploma and administrative work experience. This role depends on being self-directed with the ability to multitask and lead multiple workstreams concurrently. It requires strong attention to detail, verbal and written communication skills. A high proficiency in MS Word and Excel is also required. A successful member of the Veritas team is a mature and growing Christian, with a passion for connecting the big questions of life with the person and story of Christ.

### Hours and Compensation:

This role is a paid part time position. The role could be performed remotely in-part, with at least one visit per week to Veritas' Cambridge office at One Broadway, Floor 5, Cambridge, MA 02142. Compensation will be \$12 an hour for 10-15 hours aweek.

Interested persons should submit a cover letter and resume to [jobs\[at\]veritas.org](mailto:jobs[at]veritas.org). Questions are welcome.