2027 Summer Missions Internship
Experience Mission

APPLY NOW!

Role: Work Projects Coordinator *(EM Summer Staff)*

Location

1 of Experience Mission's 2027 Mission Trip Communities

Navajo Nation (Arizona); Appalachia (Kentucky/Tennessee/North Carolina); Muskegon, MI; New York City; Burnett County, TX; Portland, ME; Savannah, GA; and Costa Rica

About the Internship

EM Summer Staff are invited to spend a summer serving alongside local communities, visiting mission teams, and EM Community Partners. This is an opportunity to lead with humility, build meaningful relationships, learn from the communities you enter, and trust that God is already at work.

As a **Work Projects Coordinator**, you'll work on a team of 3-5 Summer Staff members and lead the hands-on service projects that mission teams take on each week, such as painting, yard work, and basic home repairs. You'll prepare supplies and tools, organize volunteers into crews, and help each group do quality work that meets real needs for local partners and neighbors. No certifications are required. If you're handy, comfortable with tools, and enjoy helping others learn, this role is a great fit. Along the way, you'll gain hands-on experience in leadership, organization, communication, problem-solving, and servant leadership.

How the Summer Staff Team Works:

Each community has a team of 3-5 Summer Staff members who work together to coordinate and implement short-term mission trips. Responsibilities are shared across four roles:

- **Trip Coordinator**
- **Construction Coordinator**
- **Outreach & Hospitality Coordinator**
- **Work Projects Coordinator**

While each role has specific responsibilities, Summer Staff work as a team and step in to support one another as needed.

Compensation

Weekly Stipend: **$325/week** (starting with on-site setup week)

+ basic living expenses covered (food/lodging) for ther duration of the internship

Travel Stipend:

$700 for most interns
$800 for Navajo Nation and international communities

Suggested Fundraising:

A personal EM fundraising profile and resources to raise additional support. 100% of raised support will be paid to you at the end of the summer.

Responsibilities

Before the Summer:

- Complete leadership development activities, including readings, videos, and training modules
- Participate in a video call with your EM Community Coordinator
- Connect with your Trip Coordinator individually and with all your Summer Staff team members
- Participate in required Summer Staff training: May 17-21, 2027 in West Michigan.
- Submit required hiring document

(cont.)

During the Summer:

As the Work Projects Coordinator, you will:

Plan projects

- Work with local partners to coordinate each week's projects, including but not limited to: yard work, painting projects, basic home repair (ie: patching drywall), and demo projects.
- Visit project sites ahead of time to understand the work and what supplies are needed
- Create a simple daily plan for each project and divide work into tasks volunteers can complete
- Manage the weekly project schedule, and create and communicate backup plans for weather, supply shortages, or last-minute changes from partners
- Plan how many people can work on a given work site

Manage supplies, tools, and budget

- Purchase and pick up supplies such as paint, brushes, rakes, trash bags, and basic hardware, staying within the weekly project budget
- Track spending and keep receipts, coordinating with the Trip Coordinator
- Maintain, organize, and inventory tools and equipment
- Get supplies and tools to project sites in a timely manner

Lead volunteer crews

- Help mission teams prepare for work projects, giving clear instructions and on-site support
- Show volunteers how to use tools and complete tasks well, like prepping a wall before painting
- Set up safe project sites, including gloves, eye protection, sun and heat safety, and proper tool use
- Check work quality and help crews finish strong

Build relationships

- Communicate clearly and respectfully with local partners and neighbors about project plans and progress
- Work closely with local partners to understand community needs and priorities
- Help volunteers see the people behind each project, not just the task

Work as a team

- Participate in daily team leader meetings to communicate project details and debrief issues
- Lead morning prayer / daily send-off for teams, and facilitate or participate in Team Gathering, a time of devotion and debriefing (materials provided)
- Support fellow Summer Staff with meals, outreach, and other needs during lighter project days

Training, preparation, and best practices for these responsibilities will be provided during Spring/Summer Staff training and on-the-ground setup weeks.

Qualifications

We're looking for someone who:

- Is handy and comfortable using basic hand and power tools (basic experience required, but no certifications required)
- Has experience at home, at work, or on past service trips with projects like painting, yard work, or simple repairs (some construction experience preferred)
- Enjoys teaching others and is patient with beginners
- Can organize supplies, people, and schedules so projects run smoothly
- Is dependable and able to adapt when plans change
- Communicates clearly
- Is willing to learn, receive feedback, and lead with humility
- Has a valid U.S. driver's license through August 2027
- Has previous mission trip or leadership experience (preferred)
- Has CPR/First Aid Training
  (Required, but can be obtained and submitted being hired)