



## Auburn Theological Seminary Heal the World Internship Program

Auburn Theological Seminary is a ten-generation institution whose mission is to identify and equip leaders – from the pulpit to the public square – to build community, bridge divides, pursue justice, and heal the world. Auburn Theological Seminary is seeking an enthusiastic and dependable intern to support the program team at the **Heal the World Summit**, a five-day convening held at the beautiful Zephyr Point Conference Center. In addition to compensation, Auburn provides opportunities for vocational discernment during the internship.

### Overview

This internship offers a unique opportunity to gain hands-on experience in faith-based conference programming and event logistics while supporting a national convening. The intern will work closely with Auburn's program manager to help deliver a meaningful, well-executed summit experience.

This opportunity is especially well-suited for students, recent graduates, seminarians, or emerging leaders exploring faith-rooted leadership, justice work, or community organizing.

### Commitment & Schedule

- Pre-conference preparatory calls
- Travel to and from Zephyr Point Conference Center
- Five full days of on-site programming (June 22–26)
- Post-conference debriefing

### Responsibilities

- Support Auburn's program team with day-to-day event logistics and on-site operations
- Assist with setup, flow, and execution of programming sessions
- Operate on-site transportation and logistical support
- Remain responsive and available for event-related tasks as directed by Auburn's program manager.
  - This is an immersive, full-day experience requiring flexibility and responsiveness throughout the summit.
- Serve as a welcoming, helpful, and professional presence for summit participants

### What You'll Gain

- Exposure to faith-based convening and conference design
- Experience supporting senior program leadership during a national summit
- Practical skills in event logistics, hospitality, and participant engagement
- Structured reflection focused on vocational discernment and leadership pathways

## Requirements

- Interest in considering or exploring vocations and careers in faith leadership
- Hospitality orientation and a gratitude mindset
- Strong responsiveness and follow-through on event-related tasks
- Comfort and participation in religious practice. Auburn is a faith-based and Christian-rooted institution, and participants come from a wide range of faith traditions and cultural backgrounds. Whether it be worship, prayer, or shared religious practices, interns must be able to respectfully support and participate in a diverse set of faith-rooted practices.
- Collaborative spirit and comfort working in an intergenerational gathering
- Valid U.S. driver's license required, and willingness and ability to operate a golf cart on-site to support participants.

## Application Process

Please submit the following materials to Human Resources at [hrrsupport@auburnseminary.org](mailto:hrrsupport@auburnseminary.org) and use "Heal the World Summit Intern" in the subject line.

- Cover letter answering the following questions:
  - Why are you interested in the internship?
  - How does this opportunity prepare you for a career in faith-based leadership?
  - Who is your community of accountability? Why would they be excited about this opportunity for you?
- Resume with 2-3 Professional references: please include their name, phone number, and email

All materials are **due April 24**. Interviews will take place the first week of May and selections made by **Friday, May 8**.

## Compensation & Logistics

- Stipend: **\$3,000**, paid as W-2 wages upon completion of the engagement
- Federal, state, and local taxes will be withheld from compensation in accordance with IRS guidelines
- A W-4 form must be completed prior to the start of the engagement
- Form I-9 must be completed within three (3) business days of hire.
- All travel and lodging expenses are covered by Auburn Theological Seminary
- This is a temporary, limited-term employment engagement with no expectation of continued employment beyond the summit. Interns are *not* eligible for Auburn's broader employee benefits programs.





## Human Resources Information

Auburn Theological Seminary is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws. Auburn Theological Seminary prohibits discrimination against employees and interns and other persons providing services pursuant to a contract at an Auburn Theological Seminary workplace (such as freelancers, independent contractors, subcontractors, and vendors), and applicants for employment (or for an internship or third-party contractor position described above) because of the individual's race, creed, alienage, citizenship, color, sex (including pregnancy), religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, partnership status, caretaker status, genetic information or predisposing genetic characteristics, military status, Vietnam era veteran status, domestic and sexual violence or stalking victim status, prior arrest or conviction record, political affiliation, or any other characteristic protected by law.

Auburn Theological Seminary will provide reasonable accommodation consistent with the law to otherwise qualified staff members and applicants based on disability, pregnancy, religious observance or practices, or as otherwise required by law (including with respect to status as a victim of domestic violence, sex offenses, or stalking, and lactation needs). What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by Auburn Theological Seminary on a case-by-case basis.