

CENTRAL LEADERSHIP PROGRAM

Job Description

Position	Intern
Term	Contract
Location	Remote (60%) On-site (40%), CLP Office inside the ICGC Head Office

Role Overview

This dynamic role is central to coordinating, implementing, and monitoring the activities of the Central Leadership Program (CLP). It requires a proactive, highly organized, and creative individual capable of managing program logistics, ensuring smooth day-to-day operations, and championing the growth and visibility of the initiative. Serving as a vital bridge between the CLP administration, faculty, fellows, and external stakeholders, the position ensures that the mission of raising transformational leaders is effectively and seamlessly executed.

Key Responsibilities

- **Program Support:** Assist with scheduling, preparing materials, and basic logistics for camps, workshops, and events.
- **Communication:** Help draft simple updates and respond to simple inquiries.
- **Operations Assistance:** Provide support in registration and data entry.
- **Documentation:** Help collect feedback and take notes during sessions.
- **Team Collaboration:** Work alongside CLP staff and volunteers to ensure smooth program delivery.

Who We're Looking For

- Organized and willing to learn.
- Good communication skills (written and verbal).
- Basic knowledge of Microsoft Office or Google Workspace.
- Ability to follow instructions and work with a team.
- Interest in youth leadership and personal growth.
- Prior experience is not required but will be an advantage.

Benefits of This Role

- **Learning Opportunity:** Gain exposure to program management and leadership development.
- **Skill Building:** Improve administrative, communication, and teamwork skills.
- **Networking:** Connect with mentors, fellows, and partner organizations.
- **Recognition:** Receive a formal reference letter upon completion.
- **Access:** Participate in CLP events, workshops, and training sessions.

Evaluation Metrics

Performance will be assessed based on:

- **Reliability:** Timely completion of assigned tasks.
- **Teamwork:** Positive collaboration with staff and fellows.
- **Communication:** Clear and respectful interactions.
- **Initiative:** Willingness to learn and contribute.

How to Apply: Interested candidates should send their resume and cover letter to clp.admin@centralgospel.com by **July 31, 2026**.