



Changing Lives, Minds, and
Communities through Jesus Christ

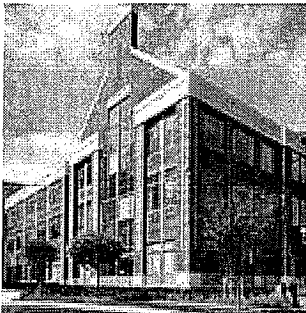
Internship Opportunities

Summer 2008 • Northern Virginia



Prison Fellowship and BreakPoint are ministries of PFM.

PFM 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. For more information about the exciting and diverse ministry of PFM, visit our website at www.pfm.org.



PFM's National Office invites you to apply your academic experience in a Christian ministry environment by offering the enclosed list of dynamic internships. Being that we are just 30 miles west of Washington, DC, Lansdowne, Virginia is considered by many students a great location to enjoy the summer. To apply, e-mail a resume and cover letter expressing your interest to internresumes@pfm.org. On the rare occasion you do not have email, you can fax to: 703-554-8609 attn: Internship Program, or mail to: Prison Fellowship, 44180 Riverside Parkway, Lansdowne, Virginia 20176. Email is preferred. For complete details on our internship program, please visit our website at www.pfm.org/internships and refer to the Program Guide.

RESEARCH ASSISTANT: RESTORATIVE JUSTICE (30-40 HRS/WK) – 2 OPENINGS

Assist in the reformation of the criminal justice system to reflect biblically based principles of restorative justice! Work with restorative justice staff and focus on various criminal justice activities and reform projects. Research, write, and develop articles related to restorative justice practices and programs. Prepare materials for and participate in meetings about legislative issues on Capitol Hill. Answer inquires about restorative justice from subscribers and supporters. Assist with website development and management. The qualified individual(s) will possess strong research and writing skills, strong written/oral communication skills, PC proficiency including Internet skills, and familiarity with government. Minimum one year of college education completed. **Suggested Major(s):** Public Policy, Law, Criminal Justice, or Political Science

ASSISTANT TO PUBLIC POLICY DIRECTOR (20-40 HRS/WK) - 2 OPENINGS

Assist in conducting Christian worldview training on Capitol Hill by helping to develop, research, plan, and execute various grassroots, legislative, and political initiatives. Will help build databases and improve communication with Members of Congress, the Executive Branch, other non-profit and advocacy groups, the press and grassroots constituents. The qualified individual(s) will possess PC proficiency, strong Internet research and writing skills, experience and/or interest in researching legal and public policy issues, and the ability to be a self-starter. **Suggested Major(s):** Political Science or Public Policy, Communications, or Journalism

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BREAKPOINT INTERNET EDITORIAL ASSISTANT (40 HRS/WK)

BreakPoint equips Christians to apply the truths of Scripture to all of life's questions and controversies. Assist with proofreading and editing documents, post documents on 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 research/writing skills, Internet research skills, and familiarity with basic web publishing. Editing/proofreading skills, experience with HTML/website editing, and published articles a plus. **Suggested Major(s):** English or Journalism

BREAKPOINT PRINT/RADIO EDITORIAL ASSISTANT (40 HRS/WK)

BreakPoint equips Christians to apply the truths of Scripture to all of life's questions and controversies. Intern will assist with transcribing and distributing daily BreakPoint radio commentary, assist editors to copy and edit documents for radio and magazine needs, provide administrative support for various communications and publicity. The qualified individual will possess strong PC proficiency including MS Office skills, strong research/writing skills, editing/proofreading abilities. School newspaper and/or other publication experience a plus. **Suggested Major(s):** English, Journalism, or Communications

TRAINING & LEARNING SERVICES DEVELOPMENT ASSISTANT (30-40 HRS/WK) - 2 OPENINGS

Assist PFM's TLS Development 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. Support TLS team with various administrative duties. When feasible, participate in training events such as Leadership Institute, distance learning events 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):** Christian Education, Theology, or Ministry

INVENTORY ANALYST (30-40 HRS/WK)

Assist the Inventory/Fulfillment Specialist and maximize support offered by the Inventory Department; develop surveys to assess inventory processes, create a "storefront" to view available inventory items, and review print files and spreadsheets for quality control. Conduct research and document industry standards for inventory management and print production. The qualified individual will possess a strong level of PC proficiency in MS Office, keen attention to detail, experience with research techniques, strong Internet research skills, strong organizational and written/oral communication skills. Experience with Microsoft Visio a plus. **Suggested Major(s):** Business, Marketing, or Communications

MARKETING ASSISTANT: BREAKPOINT (40 HRS/WK)

Focus on marketing functions of Breakpoint, our Christian worldview outreach of PFM, 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, and strong written/oral communication skills. **Suggested Major(s):** Marketing, Business, Business Information Systems, English, or Communications

MINISTRY PROGRAMS ASSISTANT (30-40 HRS/WK)

Be a part of PFM's efforts to reach out to young adults and engage them in the nation's largest prison ministry throughout the country! Develop strategic resources and revise marketing and training materials that would assist in engaging 18-30 year old volunteers from both churches and colleges in active ministry. Also includes the opportunity to design, carry out, and utilize feedback mechanisms for all constituents of the ministry. This dynamic and qualified individual will possess PC proficiency, strong written/oral communication skills, strong interest in prison ministry on campuses, and proven self-starter. **Suggested Major(s):** Business, Communications, Marketing, or Public Relations.



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MARKETING COMMUNICATIONS ASSISTANT (30-40 HRS/WK)

Assist marketing staff in gathering information and using internal staff communications to disseminate marketing information. Assist with the creation of marketing operations related information. Participate in data hygiene initiatives. 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

INFORMATION TECHNOLOGY INTERN (40 HRS/WK) – 2 OPENINGS

We invite you to be a part of our dynamic IT team and assist in various IT department functions to include configurations for hardware, networks, servers, client, voice over IP, video streaming. Assist with software development, maintenance, trouble shooting, and testing. Review and become familiar with Project Management cycle, 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, strong written/oral 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

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

As part of a dynamic IT Team, you will assist in Project Management Office (PMO) department functions, which will include a review, understanding, and follow through of the Project Management cycle. Also includes 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, strong written/oral communication skills, and the ability to work well in a team. **Suggested Major(s):** Information Technology or Computer Science.

FACILITIES ASSISTANT (20-40 HRS/WK)

Locate, identify, and document the physical assets and mechanical systems on site. Develop life cycle cost analysis of building mechanical systems. Assist in the development of the department's strategic plan. The qualified individual will possess a strong level of PC proficiency in MS Office, ability to learn new systems, willingness to learn basic mechanical ideas, basic analytical skills, keen attention to detail, and strong written/oral communication skills. Experience utilizing CAFM software preferred. **Suggested Major(s):** Engineering, Architecture, or Computer Science

MINISTRY RELATIONS RESEARCH AND WRITING ASSISTANT (35-40 HRS/WK)

Research existing and potential financial supporters, determine biographical data, charitable interests, and giving capacity. Conduct literature review on prisoners and their families to inspire and educate ministry supporters. Assist in proposal development and complete writing assignments as needed in support of the Strategic Gifts team. The qualified individual will possess excellent writing/editing skills, strong Internet research skills, PC proficiency, strong written/oral communication skills, the ability to multi-task/prioritize, and the ability to work independently. **Suggested Major(s):** English, Journalism, or Business.

FINANCE ASSISTANT (20-40 HRS/WK)

Receive broad exposure to a finance division that performs all of the core financial and accounting disciplines (AP, revenue management, fixed asset accounting, cash management, financial reporting and analysis). As May through August are some of the busiest months, you will have timely opportunity to be involved with the finalization of the budget, the interim audit work, the year-end financial close process, and the final audit procedures. We have multiple positions in the finance department that you would have the opportunity to shadow and train with from accounts payable to financial reporting to inventory and revenue recognition. The qualified individual will possess a strong level of PC proficiency in MS Office, keen attention to detail, excellent written/oral communication skills. Leadership exposure and Managerial & Cost Accounting a plus. **Suggested Major(s):** Business/Management or Communications

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Dear Prospective Intern,

We are delighted that you are considering the opportunity to join our ministry for the summer of 2008 Intern Program. This program has been helping students gain valuable work experience for more than 10 years, giving them an opportunity to work in their field of interest and service the Lord through the ministries of Prison Fellowship and Breakpoint. The following guide outlines our comprehensive program and we hope that you will be interested in visiting our website which has a complete listing of the available positions. Feel free to email me your questions and I look forward to speaking with you!

Blessings to you,
Meaghan Stoner
PFM Internship Coordinator
internresumes@pfm.org

Internship Program Guide

Prison Fellowship and BreakPoint ministries offer exciting and challenging summer internships at PFM's National Office in Lansdowne, Virginia (located 30 miles west of Washington, D.C) and numerous Prison Fellowship field offices. This program provides students with an opportunity to apply academic learning in a professional working environment. The internship program (www.pfm.org/internships) is designed to meet the academic requirements placed upon the student, while providing the flexibility to meet the student's personal interests and career aspirations. Placements are available in a wide variety of areas including:

- public relations
- training and education
- information technology
- marketing
- research
- finance
- facilities
- writing
- hospitality
- public policy

About our ministry

PFM is a Christian ministry headquartered in Lansdowne, Virginia, a suburb of the Nation's Capital. Chuck Colson founded Prison Fellowship in 1976 to assist the Christian Church in their ministry to prisoner, ex-prisoners and their families. Since then, his world renown publishing and radio ministry has contributed to the formation of a Christian Worldview ministry, Breakpoint.

PFM's mission statement is to seek:

- the transformation of prisoners and their reconciliation to God, family, and community through the power and truth of Jesus Christ, and
- the transformation of believers as they apply biblical thinking to all of life, enabling them to transform their communities through the grace and truth of Jesus Christ.

Our National Office provides creative services, financial, IT and administrative support for over 30 field offices throughout the United States. Together with our field staff, churches and volunteers, we serve in many capacities to make our vision a reality. PFM's President is former Virginia Attorney General, Mark Earley, who meets with the interns and staff for teaching and fellowship.

Benefits of the Program

Working for the ministry of Prison Fellowship and Breakpoint can be a rewarding and maturing experience as students gain a Christian perspective on important issues of our time. Academically there are many benefits. These include the opportunity to:

- Obtain work experience in their field of study.
- Develop relationships with professionals in their field of interest.
- Develop work habits and decision-making skills in a professional work setting.
- Gain confidence in applying academic learning to the workplace.
- Reinforce career decisions.
- Work in our field offices; this allows students to have hands-on ministry experience and prepare to bring programs back to their sending colleges. (specific to field interns)

Placement of Interns

Prospective interns are interviewed over the telephone and selection is made based on the student best prepared and suitable for the position. Once selected, we work with any students who may have school requirements that must be fulfilled, along with a discussion of their own goals for their summer experience. Prior to starting, students will have the opportunity to interact with their supervisor and Human Resources to establish the parameters of position, confirming the following information:

- The projected responsibilities to be completed by the intern.
- The duration of the internship.
- The hours to be worked during the internship.
- The educational requirements associated with the position.
- The amount of compensation, based on \$6.55 per hour.

Supervision and Evaluations

Our goals include planning work activities that focus on projects related to the interests of the student. Their summer experience is viewed as an extension of the student's academic program. As such their supervisor will focus on opportunities that integrate the student's academic experience in the workplace. Supervisors meet with the students to provide direction and feedback throughout the summer. In addition, we complete any formal evaluations required by the school. Upon completion of the internship, the supervisor evaluates the student and students also complete an evaluation of their supervisor and overall internship experience.

Lodging

Although some interns already have local housing accommodations, there will also be housing available for a limited number of students on a first come, first served basis through the local campus of Patrick Henry College where students have the opportunity to take advantage of affordable housing for the summer.

Candidates for field opportunities are normally selected based on their skills and interests as well as their proximity to our local field offices.

Worldview Seminar

As part of the program, all interns participate in a Christian Worldview discussion based on the writings of Chuck Colson and other Christian worldview thinkers. This also includes a weekend seminar with the Centurions program, which helps teach Christians how to integrate a biblical worldview into all spheres of their lives—at school, at home, and in their culture. To learn more about the Centurion's program, visit us online at www.breakpoint.org/centurions.

Activities

National Office interns informally gather together throughout the summer for social activities during the week and weekends and often visit Washington, D.C as well. Students also attend staff meetings, ministry gatherings, and meet with leaders from the various ministry divisions. There are activities and events that are required for all interns to attend to include Intern Devotions, special guest speakers, and participate in a local prison visit.

Applying for the Program

Applicants for the program should have completed at least one year of college and be enrolled for the fall semester, or have graduated in May. Rising college freshman may also be considered based on academic preparation gained through advanced studies. Prospective interns may apply by sending their resume to internresumes@pfm.org.

For more information regarding our internship program and a summary of available positions, visit our website at www.pfm.org/internships.

To learn more about PFM, Prison Fellowship, and Breakpoint, visit us at www.pfm.org.