

Heart for Muslims — Website Administrative Intern
Loving Muslims • Equipping Christ-Followers • Connecting for Service



Job Description Summary: Are you excited about the idea of using your technical skills to support the gospel-oriented mission of Heart for Muslims?

We are seeking an organized, energetic, problem-solver to commit several hours per week for this unpaid internship in which he or she will gain substantial experience while contributing to the organization's mission.

Heart for Muslims (HFM) is a Christian, parachurch ministry with the mission to love Muslims, equip Christ-followers and connect Christians for service.

The Website Administrative Intern will maintain HFM's website so that it remains current. The intern will be responsible for updating the website on a weekly basis; adding pages or editing the current content at the direction of the website's content creators; troubleshooting and coding as needed.

The intern's primary responsibilities depend on seasonal ministry activities. During otherwise inactive times, the intern will collaborate on forward looking projects related to the site.

Major Responsibilities and Functions:

- Learn the themes, layout and function of the existing WordPress site
- Create new web pages and/or update existing content, on a weekly basis
- Edit site with WordPress code and HTML; they are required
- Work with content creators; an art background is a plus
- Report any problems with the website and recommend solutions
- Maintain a log of completed and outstanding items
- Assist in planning and projects that will enhance site function and security
- Collaborate in the planning any future virtual events that may be hosted on the site
- Dedicate up to 4 hours per week; hours may be adapted to meet course requirements

Why does Heart for Muslims need a Website Administrative Intern?

This opening is a new position in this growing ministry. The Website Administrative Intern is a team member that will add technical expertise, allow the website to be updated in a timely manner that is consistent with the overall aesthetic of the site and thereby increase the site's level of professionalism.

Compensation: Unpaid Internship

Length of Internship: 9-12 months;

Part-Time: up to 4 hours per week

Start date: Open

Location: Heart for Muslims is based in the New York metro area, a local candidate is preferred — this work is completed remotely

Note: If applicable, the hours and duration of this internship may be adapted for course credit

Accountability:

- Maintain a log of completed and outstanding updates for the website, so the status of the website can be assessed at any time
- If there are any special projects: report on the status of the project every other week

Characteristics:

- Demonstrates a mature walk with God as verified by lifestyle and references.
- Is age eighteen or older (no maximum age).
- Has a high school diploma or equivalent.
- Has the experience to fulfill the job requirements.
- Demonstrates a healthy relationship with a local evangelical church.
- Agrees with the [Lausanne Covenant](#) and [mission of Heart for Muslims](#)

To apply:

- Submit your resume and a cover letter via email: admin@heartformuslims.com
- Use the subject line: Website Administrative Intern Application - 'Your Name'
- The cover letter needs to include:
 - Information about your background and professional experience
 - Why you would like to serve with this ministry
 - Your current assessment of the [HFM website](#) and how it could be improved
 - If needed, the hours and duration of this internship may be adapted for course credit; submit any applicable educational requirements along with your application

