



## FULFILLMENT INTERNSHIP

Renew World Outreach is a non-profit Christian ministry located in Stone Mountain, GA that develops technology, and training to help spread the Word of God. Our primary mission is to reach the unreached with the Word of God through innovation that multiplies field impact.

***We highly value prayer, worship, and the power of the Holy Spirit in our community. Our spiritual expectations are that each team member maintains an intimate relationship with Jesus Christ and that they have a desire to see God's Kingdom expand. Every team member should see their work at Renew as an "act of worship" to God, and agree with and commit to Renew's core values.***

Renew is seeking 1-2 interns who are passionate about Jesus and the Great Commission to fill immediate roles in Renew's Fulfillment Department. The right candidate could have a background in Quickbooks, organization, and be competent with a computer. Building on their current skillset, interns will have a unique, hands-on experience that will directly impact the nations with the Gospel. Interns can also expect to grow spiritually through being involved in the Renew community, mission, and daily times of worship and prayer.

Some examples of the kinds of skills and experience that would be helpful (but not strictly required) are:

- Proficiency in **QuickBooks** for order billing and financial management.
- Strong computer competency, including Google Office and documentation tools.
- Strong organizational skills and ability to multitask effectively.
- Adaptability in a fast-changing work environment.
- Excellent communication and diplomacy skills.
- Ability to quickly learn and master both internal and external product details.
- Experience in technical troubleshooting, product assembly, and circuit design is a plus.

Some tasks may include and are not limited to:

**Order Billing & Customer Support:**

- Manage order billing processes using QuickBooks, ensuring accuracy in customer transactions.
- Assess customer needs and provide guidance on product selection.
- Handle information and support emails with a diplomatic and professional approach.

**Product Documentation & Training:**

- Create detailed product descriptions, specifications, and instructional guides.
- Develop training documents for internal and external use.
- Provide troubleshooting documentation for common product issues.

**Technical & Quality Control:**

- Become proficient in the product's design, functionality, and repair.
- Take apart and reassemble products for quality control and troubleshooting.
- Assist in circuit design and technical evaluations.