

Organization Name PRF Teaching Ministry  
Contact Person: Dr. Nathaniel Dunlap, Jr. Title: Executive Director  
Phone: 267.437.7999 Fax: N/A E-mail: [dunlap@prfministry.org](mailto:dunlap@prfministry.org)  
Address: 3100 Gentian Blvd, Suite 100 Columbus GA 31907  
Street City State Zip

### **Business Description:**

PRF is a transformative teaching model that incorporates the theory and practice of conflict transformation to help communities better understand the interconnected relationship between financial, spiritual and physical needs. This model is designed to focus on partnerships and relationship building by engaging in conversations that seek to understand the often-embedded culture of economic conflict within religious and secular communities. It seeks to create safe environments and opportunities to minister to its participants, especially those facing economic challenges, in an atmosphere of love versus shame, guilt, fear, mistrust, or condemnation.

The PRF Teaching Ministry is a stewardship-based teaching organization that operates on two platforms: 1) The PRF Institute, which offers seven transformative courses that range from *Financial Healing, Credit and Debt Are First Cousins* and even *Legacy Conferences*® that focuses on wills, inheritance and other estate planning affairs and 2) The PRF Table, our weekly radio show on Blog Talk Radio, that also hosts the bi-weekly show from Atlanta, GA entitled, *Your Health Is Your Wealth*.

### **Internship Data**

**Position Title:** **Integrated Media Specialist/Assistant Communications Director**

**Position Location:** Offices @ Cunningham Center, CSU, Columbus, GA (primary); off-site available

### **Position Description (may attach an Internship Syllabus):**

Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification.

Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages team members to take action.

Set up and optimize company pages within each platform to increase the visibility of company's social content.

Moderate all user-generated content in line with the moderation policy for both platforms.

Create/manage online calendars and syndication schedules for all events and radio shows.

Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information.

Collaborate with other departments (Marketing, Software Development, etc.) to manage reputation, identify key players and coordinate actions.

Other duties as designated by the Executive Director and/or that may arise for other team members to be successful at completing their tasks AND the overall vision of PRF.

**Compensation:** Unpaid (Paid depending on qualifications)

**Job Period:** 2018 – 2019 (Fall and/or Spring semesters)

**Special Requirements (language, computer skills, etc.):**

Confidentiality is a **MUST** and task-oriented.

Social media - High level of skill (or desire) to infuse social media platforms into any new or existing platforms.

Collaboration - Enjoys working with other people on a team.

Ability to utilize current images, videos, and audio to transform into “new” projects.

### **Application Procedures**

#### **Materials Required:**

Which application materials would you like the student to supply?

<u>    </u> N/A	Special Application (Please send us a supply of your applications)
<u>  <b>X</b>  </u>	Personal Resume
<u>  <b>X</b>  </u>	Letter of Interest
<u>  <b>X</b>  </u>	Transcript (unofficial)
<u>  <b>1</b>  </u>	Letter(s) of Recommendation (minimum)

#### **Selection Process (TBD):**

         Initial interviews will be on campus (PRF will contact the Internship Coordinator to arrange on-campus interviews).

         Initial interviews will be off campus at our office.

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### **Internship Data**

**Position Title:** **Research Coordinator / Assistant Director of Community Development**

**Position Location:** Offices @ Cunningham Center, CSU, Columbus, GA (primary); off-site available

### **Position Description (may attach an Internship Syllabus):**

**Serve as a key player in the planning, development, generation, and implementation of one critical project targeting a sensitive population of society.**

Introduce our programs and services to institutions and leaders that avoid difficult topics that affect certain communities.

Examine and document trends and patterns of current research and data.

Create reports and statistical “notes” for use in marketing and social media platforms.

Identify and implement benchmarks for strategies as aligned with the organization’s short-term goals.

Establish strong relationships by understanding constituent needs, the consumer experience, and organizational capabilities.

Evaluate root cause indicators and develop methods to address underlying concerns.

Collaborate with other departments (Marketing, Software Development, etc.) to manage reputation, identify key players and coordinate actions.

Other duties as designated by the Executive Director and/or that may arise for other team members to be successful at completing their tasks AND the overall vision of PRF.

**Compensation:** Unpaid (Paid depending on qualifications)

**Job Period:** 2018 – 2019 (Fall and/or Spring semesters)

**Special Requirements (language, computer skills, etc.):**

Confidentiality and a critical thinker who can articulate fresh ideas is a MUST!!

Strong research and documentation of traditional and untraditional data.

Experience or strong desire to work in any of the following fields: Welfare Counselor, Community Service Agency, Marketing Research Analyst, Social Worker, Case Aid Worker, Parole/Probation Officer, Researcher or Research Assistant, or Consumer Advocate.

Passionate about the plight of “minority” races, socio-economic conditions, social stratification and the structures of economic disparities, so much so that developing new or transformative systems that help “the least of these” is of grave importance.

Think strategically and participate in creative concept development in a wide range of ideas – beyond the "what is" into the realm of "what can be."

**Application Procedures**

**Materials Required:**

Which application materials would you like the student to supply?

- Special Application (Please send us a supply of your applications)
- Personal Resume
- Letter of Interest
- Transcript (unofficial)
- Letter(s) of Recommendation (minimum)

**Selection Process (TBD):**

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### **Internship Data**

**Position Title:** **Assistant Marketing Director**

**Position Location:** Offices @ Cunningham Center, CSU, Columbus, GA (primary); off-site available

### **Position Description (may attach an Internship Syllabus):**

Develop a strong marketing plan for the organization using current marketing theories and practices.

Serve as a key player in the planning, development, generation, and implementation of print and digital copy.

Ensure marketing tools are implemented and/or developed for specific target audiences.

Analyze current marketing practices and honestly discuss failed methods and practices without hesitation. Monitor trends and ensure out of date practices are discontinued.

Identify and implement benchmarks for sales and marketing strategies as aligned with the organization's short-term goals.

Think strategically and participate in creative concepts in a wide range of ideas, beyond the "what is" into the realm of "what can be."

Establish strong relationships by understanding constituent needs, the consumer experience, and organizational capabilities.

Collaborate with other departments (Software Development, Media, etc.) to manage reputation, identify key players and coordinate actions.

Other duties as designated by the Executive Director and/or that may arise for other team members to be successful at completing their tasks AND the overall vision of PRF.

**Compensation:** Unpaid (Paid depending on qualifications)

**Job Period:** 2018 – 2019 (Fall and/or Spring semesters)

**Special Requirements (language, computer skills, etc.):**

Confidentiality is a **MUST** and someone “incentive driven” is desirable.

Ability to juggle multiple projects while meeting demanding deadlines, producing high quality work and projecting a positive attitude.

Have an above average knowledge of Search Engine Operations (SEO) principles.

Collaboration - Enjoys working with other people on a team, especially the Assistant Communications Director.

**Application Procedures**

**Materials Required:**

Which application materials would you like the student to supply?

- Special Application (Please send us a supply of your applications)
- Personal Resume
- Letter of Interest
- Transcript (unofficial)
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### **Internship Data**

**Position Title:** **Full-Stack Developer/Assistant Software Director**

**Position Location:** Offices @ Cunningham Center, CSU, Columbus, GA (primary); off-site available

### **Position Description (may attach an Internship Syllabus):**

Bring website concepts to life to improve and update ongoing projects.

Production and maintenance of websites and web application user interfaces.

Create tools that enhance interaction with websites.

Implement design for mobile websites.

Analyzing website performance.

Work closely with our team to design and deliver strategic solutions.

Improve UI and UX for new and ongoing projects.

Generate analytics and SEO best practices.

Collaborate with other departments (Marketing, Software Development, etc.) to manage reputation, identify key players and coordinate actions.

Other duties as designated by the Executive Director and/or that may arise for other team members to be successful at completing their tasks AND the overall vision of PRF.

**Compensation:** Unpaid (Paid depending on qualifications)

**Job Period:** 2018 – 2019 (Fall and/or Spring semesters)

**Special Requirements (language, computer skills, etc.):**

Confidentiality is a MUST and 1 to 3 years of experience developing websites.

Experience with HTML5, CSS, JavaScript, jQuery, and PHP; Wordpress is essential.

Collaboration - Enjoys working with other people on a team.

Database creation, integration, and management.

Fluency in server-side programming languages.

Content management system development and maintenance.

A strong attention to detail and desire for clean code.

### **Application Procedures**

#### **Materials Required:**

Which application materials would you like the student to supply?

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Special Application (Please send us a supply of your applications) |
| <input checked="" type="checkbox"/> | Personal Resume  |
| <input checked="" type="checkbox"/> | Letter of Interest   |
| <input checked="" type="checkbox"/> | Transcript (unofficial)  |
| <input type="checkbox"/>            | Letter(s) of Recommendation (minimum)                              |

#### **Selection Process (TBD):**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Initial interviews will be on campus (PRF will contact the Internship Coordinator to arrange on-campus interviews). |
| <input type="checkbox"/> | Initial interviews will be off campus at our office.  |