Executive Internship (6 Months)

1. **Goal:** To coach and equip the Lord’s aspiring servant for the work of the ministry through self-motivated tasks, experiences, and skills development. Our organizational goal for the internship program is to create and sustain a process to source CompassCare with effective leaders.
   * **Motto:** Ready to lead
2. **Primary Objectives**: Mature your curiosity, executive thinking, ownership, values and ministry experience. By the end of the internship, you should be asking courageous questions and continually learning; demonstrating ownership of results; participating in many departments; and exemplifying CompassCare’s core values.
3. **Strategy:** As a member of CompassCare’s team, the executive intern looks to develop his knowledge of the organization through self-directed learning and hands-on service within the existing operations of CompassCare.
4. **Internship Tasks, Experiences, and Skills Development Checklist:** This list will guide the intern in the use of their time at CompassCare. All elements must be completed within 6 months to be eligible for consideration as a full-time staff member in one of CompassCare’s regional operations. Successful interns are encouraged to apply for a permanent position upon internship completion.

Begin

* + Secure a data capture device (a paper notebook is recommended)
  + Establish a CompassCare coach and weekly coaching schedule.
  + Interview Department VPs.
  + Set a schedule with Department VPs to observe and serve their department for up to 1 week each.
  + Work with VPs to identify areas for service for the remaining duration of internship. Recommendations include Facilities, Production, Patient Marketing, Finance, Reception, RN Prayer Support, etc.
  + Review the Executive Intern Objectives Matrix. Score yourself as a baseline for ongoing performance coaching.
  + Create a five-month Advanced Performance Evaluation and Professional Development Plan.
  + Interview President/CEO regarding Strategic Planning.

Read

* + Read materials related to CompassCare’s theology and philosophy of ministry. Write a summary answering the following questions and discuss with coach.
    1. How does CompassCare talk about abortion?
    2. How does CompassCare position itself with supporters?
  + Read the Benchmarks for Success white paper. Write a brief paragraph summarizing CompassCare’s patient services ministry model and discuss with coach.
  + Read *Effective Executive* by Peter Drucker. Draft questions to ask the President/CEO about the book.
  + Read *Crucial Accountability* by Grenny. Draft an outline of the book and discuss with VP of Operations or VP of Patient Services.
  + Read *Deep Work* by Newport and define 5 things to change about work schedule/habits to improve productivity and discuss with coach.

Observe

Prior to each meeting observed, discuss with coach how your observations should be focused. Take notes. Debrief with coach afterward.

* + Observe 10 staff meetings (2 Regional and 8 Executive).
  + Observe and participate in Special Team meetings.
  + Observe one board meeting.

Participate

* + Attend all CompassCare In-services and other culture building events.
  + Participate in the First Principles education curriculum.

Serve

Your goal is to gain a broad working knowledge of all CompassCare departments through eager and humble service

*Tasks*

* + - * Train with VP of Advancement to learn to answer the phone. Take responsibility for answering phones when Receptionists are not present.
      * Review metrics reports for all departments. Write at least 5 questions or observations for each report and discuss with department VP.
      * Assist the Finance Team with a weekly deposit.
      * Assist in the production of a monthly mailing.
      * Work with Events Manager to take responsibility for some aspect of Event Logistics.
      * Write down and engage all other tasks as directed by coach in the process of serving or observing.

*Speaking*

* + - * Accompany and serve a CompassCare leader at a speaking engagement.
      * Draft a presentation. Deliver it for critique to VP of Advancement.
      * Secure two speaking engagements. Deliver the presentation at those venues.
      * Represent CompassCare at churches or events.

*Continuous Improvement*

* + - * Find a gap, continuous improvement or innovation concept to forward the mission.
      * Engage a pre-development conversation about it with the Executive Team at a staff meeting.
      * Develop plan to implement the concept and review it with the President/CEO

*Donor Engagement*

* + - * Engage CompassCare’s donor relationship development process.
      * Regularly participate in Vision Tour invitations, hospitality and follow-up.

*Project Management*

* + - * Lead a team on a project from start to finish.
      * Review results of the project with the Manager or VP of that department.

Conclude

* + Draft a document detailing lessons learned over internship and areas for future growth and discuss with coach
  + Perform a self-assessment using the Executive Intern objective matrix.
  + Complete 6 months self-evaluation compared to Advanced Performance Evaluation and Professional Development Plan and review with coach
  + Review the above checklist with coach
  + Complete an exit interview

1. **Characteristics:**
   * 1. A strong sense of God’s call to the erase the need for abortion
     2. Strong work ethic
     3. Loyalty
     4. Dedication to learn how to be highly organized
     5. Attention to detail
     6. Ability and willingness to learn hard things quickly
     7. Inquisitive and enthusiastic
     8. Willing to learn how to hold people accountable to agreed-upon outcomes
     9. Ownership of results

**Additional Characteristics and Requirements**

1. Position Requirements:
2. Character

* Christ-centered
* Graciously courageous (willing to engage conflict while maintaining a positive demeanor)

1. Chemistry

* Good fit with CompassCare Core Values (Fighting Spirit, Relevance, Accountability, Dignity and Relationality) Exemplify ownership of these values inside and outside of CompassCare by the end of the internship.
* Loyal to CompassCare Mission and leadership…willing to make a long-term commitment

1. Competence

* Effective management skills
* Initiator
* Effective verbal and written communication skills

1. Direct Report Structure:

-Direct Supervisors: Internship Coach and all department heads related to intern’s involvement in that respective department