

Job Description for York University Student Intern/ Iron Rose Sister Ministries Intern

Semester: Spring 2027

Position Type: Part-Time Student Intern (Unpaid, 8-10 hours/week)

Location: On-campus and remote, with occasional event participation

Supervisor: Michelle J. Goff, Executive Director & Founder, Iron Rose Sister Ministries (Missionary-in-Residence)

Position Overview

Iron Rose Sister Ministries (IRSM), in partnership with York University, is seeking a female student worker to provide support to IRSM during Michelle J. Goff's appointment as Missionary-in-Residence.

This position is primarily administrative and offers a unique opportunity to gain experience in women's ministry, missions, and nonprofit management while serving alongside the Executive Director of an international women's ministry.

Qualifications

- Current York University student in good standing
- Active member of a local church of Christ
- Strong organizational and communication skills
- Excellent attention to detail
- Ability to maintain confidentiality
- Proficiency in Microsoft Office and Google Workspace (experience in project management software is a plus)
- Dependable, self-motivated, and eager to learn
- Interest in women's ministry, communications, administration, or event planning
- Spanish language skills are a plus

Primary Responsibilities

Administrative Support

- Organize and maintain ministry documents and digital records.
- Scan and organize contact forms and ministry documents following events.
- Partner with IRSM Office Assistant toward accurate inventory management of books, promotional materials, and ministry resources.
- Prepare meeting materials, reports, and correspondence.
- Complete other administrative projects as assigned.

Event & Program Support

- Assist with planning and logistics for ministry events and campus programming.
- Support preparation for conferences, workshops, and women's ministry events.

- Support ministry events and outreach opportunities, including domestic and international events as available.

Ministry Exposure & Professional Development

In addition to the primary responsibilities, the student will have opportunities to:

- Observe nonprofit leadership and ministry operations.
- Participate in staff meetings, prayer, and ministry planning.
- Participate in a pilot study of the new IRSM Bible Study on Tuesday evenings.
- Learn about cross-cultural women's ministry across the Americas.
- Develop professional skills in communication, organization, project management, and teamwork.
- Explore future leadership opportunities through the IRSM Apprenticeship Program.
- Learn through the course being taught by missionary-in-residence, Michelle J. Goff, Business as Mission (offered T/Th 1:15pm).

About Iron Rose Sister Ministries (ironrosesister.com)

IRSM equips women to connect to God and one another more deeply across the Americas, in English, Spanish, Portuguese, bilingual, and even trilingual contexts. Through Bible studies, leadership development, cross-cultural ministry, and partnerships with churches, IRSM encourages women to grow as disciples and disciple-makers who serve Christ in their communities and beyond.

Interested parties should submit a letter of interest, resume, and two references to info@ironrosesister.com by September 18.