



Righteous Rides

1440 East Veterans Memorial Parkway

Truesdale, MO 63380

INTERNSHIP INFORMATION PACKET

To apply online, or for more information about our beliefs, housing, transportation, and stipends, please go to our web page <https://righteousrides.org/intern/>.

Righteous Rides Internship Program

We are a Christian organization that provides vans to missionaries who are in the United States on home assignment from their overseas ministries. We are seeking Christian young adults ages 18-25 to serve in our automotive shop or in our office. Interns should be available for an 8-10 week period. Our internships are all out of our headquarters in Truesdale, Missouri. Housing and a small stipend will be provided.

How To Apply

Go to the internships page on our website: <https://righteousrides.org/intern>

Select which internship position you are applying for, and fill out our online application.

Submit your resume to info@righteousrides.org, and any documents requested by the Righteous Rides staff, including samples of work or recommendation letters.

Righteous Rides staff may call you in order to speak to you about the position, and to get to know you.

We welcome a visit to our headquarters at 1440 E. Veterans Memorial Pkwy, Truesdale, MO.

Intern Requirements

Have a saving relationship with Jesus Christ that they live out daily. Serve wherever needed, including taking out trash, dish washing, etc. Be willing to greet, assist, and pray with missionaries.

Positions Currently Available

Trainee Mechanic Intern, Writing and Marketing Intern, Graphic Design Intern, Social Media / Digital Fundraising Intern, Accounting Intern, Executive Assistant Intern, Event Planning Intern, and Web Development Intern.



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Job Descriptions

Automotive Maintenance / Trainee Mechanic Intern

Work in the shop learning basic auto mechanic skills such as how to change oil, rotate tires, pull an engine, clean an engine, and general maintenance of a fleet. There will also be opportunity to learn about car detailing, which includes vacuuming, glass cleaning, touching up seats and appliances, and taking care of headlights, taillights, and exterior. Shop interns may be asked to help with cleaning the garage, organizing items, and recording information about maintenance on the fleet. We ask for enthusiasm, a willingness to learn, and a servant mindset.

Writing and Marketing Intern

Work in the office creating marketing materials, writing content for newsletters, designing newsletters, writing blog entries to be published on the website, and interviewing staff and missionaries. During the internship there may be the opportunity to send professional email communications, track metrics on a website, and work on promotional items for Righteous Rides.

Event Planning Intern

Be involved in the planning, marketing, and supervision of events for Righteous Rides, such as donation drives, fundraisers, donor and volunteer appreciation events, and outreach to the community. Practice good budgeting skills, maintain accurate records, engage in partner relationship development, and serve as a liaison and ambassador for Righteous Rides.

Graphic Design Intern

Create engaging visual content and design materials to advertise Righteous Rides through a variety of mediums (print, digital, web, video, social media, etc). Create graphics and event materials, and assist with updating our website utilizing Wordpress.



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Social Media / Digital Fundraising Intern

Work on projects dealing with social media and digital campaigns and analyze digital marketing tactics. Post to and update the Righteous Rides social media channels, market special events, establish fundraising campaigns on social media, and increase donor and missionary engagement through our new texting service.

Accounting Intern

Assist with accounting, bookkeeping, and financial tasks. This includes, but is not limited to, cataloging and organizing invoices, keeping financial records, and expediting weekly billing and donation processing. The accounting intern may also be involved in the management of vehicle fees and tolls.

Executive Assistant Intern

Assist the Executive Director of Righteous Rides. Help oversee general business administration, perform select financial functions, perform select secretarial functions, act as a liaison with donors and partners, and coordinate with employees and volunteers to maintain daily operations. Aid the Executive Director with any ongoing projects or needs.

Information Technology / Web Development Intern

Roll out software updates to Righteous Rides hardware, and research and install products to improve the company. Troubleshoot technological problems, code for the website, introduce new products and train employees on how to use them, and instruct employees in good technological practices.

