



Replication Program Intern

Scope & Purpose

The Replication Program Intern will work closely with the Replication Team at Mobile Loaves & Fishes (MLF). MLF's Replication Team supports organizations and communities across the country in understanding our unique approach to mitigating homelessness and implementing this approach in their own contexts through various learning opportunities. These learning opportunities include in-person and virtual events and trainings, as well as written, audio, and video content.

MLF is the thought leader and steward for the Community First! model and movement which transform the conventional approach of responding to the homelessness crisis through a Gospel-based foundation rooted in dignity, relationships, and community. The Replication Program Intern will relationally contribute to the Replication Program's vision and mission by supporting the development and launch of new online learning programs, coordinating logistics for trainings and events, and building a knowledge hub of key insights from across the organization.

This is a part-time, non-exempt internship position working within the Replication Team and reporting to the Replication Steward. Due to the nature and requirements of the position, hours are flexible to fit needs, but typically include 10-20 hours per week Monday – Friday. Some nights and weekends may be required. The Replication Program Intern will office at the Headquarters of Community First! Village located at 9116 Hog Eye Road, Austin, TX 78724.

Duties & Responsibilities

Content Development & Communications

- Assist in the development and launch of new online learning programs to increase program reach and engagement, and adoption of the Community First! model
- Create a knowledge hub of key activities and learnings critical to our model by interviewing leaders and teams across the organization, then consolidating and organizing the insights into an easily accessible, continuously evolving resource
- Develop reports for donors, policy makers, and non-profit organizations that capture the efficacy and progress of organizations around the country implementing our approach
- Produce marketing materials and identify untapped channels to increase engagement in Replication offerings and resources
- Draft event and seminar descriptions for Symposiums, Being With seminars, and other Replication events using established templates
- Draft event descriptions and Canva designs for registration pages
- Assist with revisions to infographics and visual materials in Canva
- Support slide formatting and preparation for events and cohort programs, as capacity allows

Event Logistics & Coordination

- Support project management for event preparation by tracking timelines and deliverables, coordinating across teams, organizing key materials and logistics, and ensuring all tasks are completed on schedule for a successful event
- Assist with the execution of event run-of-show by coordinating timelines, managing speaker and staff cues, overseeing logistics in real time, and troubleshooting issues to ensure a smooth and engaging experience for participants.
- Draft communications to speaker lineups for supervisor review and approval
- Print and prepare materials for event day logistics
- Make internal calendar reservations and send calendar holds for seminars and events
- Email presenters with printing notes and practice reminders

Administrative & Systems Support

- Update attendance and engagement tracking spreadsheets following each event
- Write or update Standard Operating Procedures (SOPs) for recurring tasks
- Document updates and revisions of Replication content
- Assist with Asana project template upkeep following established standards
- Order supplies and handle basic procurement tasks as needed
- Other Duties & Responsibilities as needed

Knowledge, Skills, Abilities & Principles

- MLF is a faith-based organization whose ideals and philosophy come directly from the Gospel of Jesus Christ. As an organization, we strive to reflect this precept in our communications, both internally and externally.
- Commitment to serving those who have experienced homelessness and personal alignment with MLF's vision, mission, core values, and goals.
- Currently pursuing a degree in Communications, Marketing, Business Administration, Nonprofit Management, Graphic Design, Education or similar is recommended
- Strong written and verbal communication skills with attention to detail; able to adapt tone for varied audiences (donors, non-profit executives & leaders, city & community representatives, general public)
- Organized and self-motivated; able to manage multiple tasks, follow documented SOPs, and work with minimal supervision
- Comfortable with data entry and spreadsheets (Microsoft Excel); familiarity with Microsoft 365 and Zoom
- Familiarity with or willingness to learn AI tools, Mailchimp, Eventbrite, Canva, Gnowbe, and Asana
- Prior experience working or volunteering with nonprofit organizations is an advantage
- Must have a valid driver's license

Learning Opportunities

- Exposure to a nationally focused non-profit program operating at the intersection of innovation, community collaboration, and social impact
- Gain hands-on experience developing and launching new product offerings, while building skills in project management, user-experience and design, digital learning, and content development.
- Hands-on experience in nonprofit event coordination from planning through post-event follow-up
- Practical experience in content development and communications across multiple channels (email, visual, written)

- Exposure to email marketing (Mailchimp), event management (Eventbrite), graphic design (Canva), learning management systems (Gnowbe), and project management tools (Asana)
- Experience in systems documentation and process improvement within an impactful nonprofit program
- Mentorship and feedback from experienced program staff
- Opportunity to attend Replication Team events, including in-person and virtual events as available

Program Information

- Estimated length of program: 12 weeks beginning **September 2026**

Work Environment & Physical Demands

- Work will be performed in an open office setting at a cubicle with dividers to separate workstations
- Must be able to move across all phases of the CFV property via walking and/or riding in golf carts
- Occasional lifting, carrying, or pushing carts to set up event materials and equipment; able to lift 30 pounds

MLF PURPOSE & VISION

We empower communities into a lifestyle of service with the homeless.

MLF MISSION

We provide food and clothing, cultivate community, and promote dignity to our homeless brothers and sisters in need.

GOALS

- Transform the way people view the stereotype of those who find themselves homeless
- Reconnect the homeless to self, family and community
- Help the chronically homeless rediscover and utilize their God-given talents to do purposeful work
- Connect human to human, heart to heart through the fellowship of food and hospitality
- Inspire people into a lifestyle of abundance by giving their best first

BELIEF STATEMENTS

The vision is supported by belief statements centered on our belief that homelessness is the result of a profound, catastrophic loss of family:

- God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life
- By virtue of being created by God in His image, we are all called to live in community and relationship with Him through each other
- The family is the original cell of social life
- You shall love your neighbor as yourself
- All members of the human family are equal in dignity
- The Lord God took the man and settled him in the Garden of Eden to cultivate and care for it. Gen 2:15

CORE VALUES

MLF is committed to fostering a culture that prioritizes relational connection. We believe there is opportunity in every aspect of our work to be relational in a highly transactional world. In this culture, transactions are means to relational ends, not the other way around.

This begins with the countercultural love poured out by Jesus Christ and grows as imperfect individuals strive to show this love to each other human-to-human, heart-to-heart.

Each individual's openness to the journey of their own personal growth is essential in building our relational culture, and we believe this culture flourishes as we each continuously strive to more fully embody these four core values:

- **Faith:** We define Faith as the foundational belief that our world and all our work belong to God. This allows us to engage our work with joy and lightheartedness, knowing that we are not ultimately in control.
- **Humility:** We define Humility as rightly viewing oneself as a single piece of a grander story. This humility leads to a view of oneself that is neither too high nor too low.
- **Generous Spirit:** We define a Generous Spirit as a readiness to give more grace, mercy, and hospitality than is necessary or expected. This posture allows us to see others for who they are, not what they do.
- **Integrity:** We define Integrity as a wholehearted commitment to doing right by God, ourselves, and others. This wholeheartedness shows itself in consistently choosing honesty, responsibility and ownership in all actions and decisions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

MLF is committed to creating a diverse environment and is proud to be an equal opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, genetics, disability, marital status, or sexual orientation in accordance with federal and state law.