

STEPHEN & LAUREL BROWN

F O U N D A T I O N

Organization

The Stephen & Laurel Brown Foundation (Upper House) curates experiences of Christian thinking, being, and doing for personal transformation and for the life of the world.

Based in University Square in the heart of the University of Wisconsin-Madison campus, Upper House provides multi-experiential space and programming expertise, where people, faith, values, ideas, and the arts come together in a dynamic environment that fosters spiritual, intellectual, and cultural formation.

In carrying out its mission, the Stephen & Laurel Brown Foundation works in partnership with community leaders, nonprofit organizations, student-based ministries, and churches, along with University departments, centers, and institutes.

The Foundation also serves the larger Madison faith-based community by offering its retreat center—Dottie’s Ranch—located approximately 15 miles outside of Madison for reflection, teambuilding, and leadership development purposes.

Position

The Administration Intern—a part-time position averaging 10 hours per week—reports to the Director of Administration and assists in four areas of the Foundation’s work: (1) clerical and organizational tasks for Foundation programming, communications, and stake-holder relations (2) Executing on event-planning logistics to create a positive guest experience during Foundation programs, (3) Hosting external groups’ events and meetings, and (4) Participating in weekly meetings with interns and staff mentors designed for professional and spiritual development.

Responsibilities

1. Administration
 - Assist in maintaining Foundation Customer Relations Management system (CRM)
 - Build out contact lists for Communications projects
 - Assist with bookkeeping tasks, such as learning QuickBooks
 - Execute other administrative duties, as assigned
2. Guest Service
 - Communicate with and train volunteers for Foundation programs
 - Oversee registration, check-in, and/or book table for Foundation programs
 - Be available to direct guests and answer questions during Foundation programs
 - Engage guests before and after a Foundation program to create an atmosphere in which they feel seen and welcome.
3. Hosting External Groups
 - Prepare room layouts for groups’ meetings
 - Assist with room, technology, and food set-up that groups may require
 - Oversee final re-setting and securing of Upper House space
4. Professional and Spiritual Development
 - Meet with Upper House Intern Team and Intern Coordinator(s) once per week to build team dynamics, review previous programs, discuss scheduling and logistics for upcoming programs, and discuss spiritual development content
 - Meet once per week with mentor (Director of Administration) for training and planning to

execute on Clerical and Organization responsibilities referred to in Point 1

Qualifications

Other important qualifications include:

- Commitment to the Lordship of Jesus Christ and a high level of spiritual maturity
- Heart for communicating the gospel to the university community
- Strong interpersonal, organizational, and leadership skills
- High levels of maturity, responsibility, and humility
- Attention to detail and drive for excellence