

Communications Intern One-Year Support Raised Internship

Position Overview:

We are seeking a dedicated individual to join our church as a Communications intern. This role primarily focuses on managing social media platforms and executing various tactical tasks to support our church's communication efforts. The Communications intern will play a vital role in enhancing our online presence, engaging with our community, and effectively communicating our message to a wider audience. This is a supported-raised position for 8–10 hrs a week.

Responsibilities:

1. Social Media Management:

- Post content for social media platforms such as Facebook, Instagram, Twitter.
- Monitor a content calendar to ensure consistent and timely posting.
- Respond to comments and messages, fostering positive engagement and addressing inquiries or concerns.
- Pull and analyze social media metrics and provide regular reports to evaluate the effectiveness of social media posts.

2. Content Creation:

- Produce high-quality written and visual content, including graphics, images, videos, and blog posts, that aligns with the church's values and messaging.
- Collaborate with various church teams to gather relevant information and updates for content creation.
- Edit and proofread content to ensure accuracy, clarity, and adherence to brand guidelines.

3. Website and Asset Maintenance:

- Assist in maintaining and updating the church's website, including event announcements, and general information.
- Ensure the website's content is current, visually appealing, and user-friendly.
- Optimize website content for search engine optimization (SEO) to enhance online visibility.
- Organize and maintain a digital media library for easy access and retrieval.

4. Event Promotion:

- Support the promotion of church events through various communication channels, including social media, email newsletters, and printed materials.
- Create eye-catching event graphics, banners, and flyers to attract attendees.
- Collaborate with event organizers to gather event details and ensure accurate and consistent promotion.

Qualifications:

- Strong written and verbal communication skills.
- Proficiency in social media platforms, content creation tools, and web content management systems.
- Experience in graphic design, photography, and videography is a plus.
- Familiarity with SEO principles and best practices.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Excellent organizational skills and attention to detail.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.
- Understanding and appreciation of the mission and values of the church.

Note: This job description outlines the general nature and level of work performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.