

JOB DESCRIPTION

GRACE COMMUNITY CHURCH | MEDIA DEPARTMENT



Job Title: Media Intern – Social Media

Reports to: Media & IT Director

Type: Part-Time 16 – 24 hours/week, 6 months (extendable to 18 months)

Schedule: Varies, mixed office hours, weekend/evenings

Compensation: varies based on level of commitment and experience, possible housing and stipend

OUR CHURCH MISSION: ABIDE AND RESPOND

Helping people experience the grace of Jesus in daily life by learning to abide and respond at all times and in all places, so that we can glorify God and enjoy Him forever.

OVERVIEW

The Media Intern – Social Media is geared towards Communications or Marketing majors (current college students) who are looking for practical experience with social media. An intern will get hands-on work in social media targeting a wide range of demographics and applications. This position will work with individual ministries to communicate with their respective target audiences.

PRIMARY PURPOSE OF POSITION

- To provide social media support our ongoing ministry and program needs

KEY RESPONSIBILITIES

SOCIAL MEDIA

- Participation in project planning by attending creative and planning meetings.
- Brainstorm and create proposals for new social media platforms and content.
- Design and organizing email newsletter in MailChimp.
- Attending regular staff meetings (Mondays at 10am).
- Monitoring, collecting and analyzing statistics related to social media.
- Assist with development of excellent communications and promotions.
- Work with a staff and volunteer to complete.

PROJECT AND PERSONAL DEVELOPMENT

- Participate in ongoing personal development program.
- Assist with training ministry staff and volunteers in related areas.
- Other Duties as assigned.

SKILLS AND EXPERIENCE

REQUIRED

- High School graduate or equivalent.
- Basic proficiency with basic computer operations, social media platforms, Microsoft Office applications and email.
- Skilled and competence in writing, communications, marketing, public speaking and social platforms.

PREFERRED

- Either enrolled in or have recently completed a college program in Marketing, Communications, or related program.
- Experience with managed Facebook groups and pages.
- Experience with writing web content.

TO APPLY

Please send a cover letter, intern application, resume and example of your work to contact below:

CONTACT INFORMATION

Questions or more information on this internship or our Media Ministry please contact:

media@graceinauburn.com