

COMMUNICATIONS INTERN

College Park Church internships give emerging servant leaders the opportunity to explore and develop in vocational ministry. The Communications Intern serves the congregation & staff of College Park Church through written and visual communication, including marketing, writing, editing, social media, graphic design, and project involvement for important Communication Team initiatives.

The primary goal of the internship is to provide the intern with practical, hands-on experience in a growing & dynamic church ministry environment.

RESPONSIBILITIES & PROJECTS

- Gain experience developing and executing marketing communication plans involving a variety of communication channels such as social media, email, video, print, and web
- Contribute to Communication team regular communication vehicles such as social media, eNewsletters, and other publications
- Gain experience with working with a team on graphic design projects, including promotional materials, print & digital layout, logo design, and other design applications.
- Gain experience with “client” relations while working with ministry leaders and staff
- Contribute to key team projects in a way that fits with the intern’s skills, gifts, and interests
- Read 2-3 communication-related books and develop executive summaries for staff, possibility presenting lessons in a group setting
- Help the Communication Team improve our existing communication pieces
- Benchmark other churches’ website and social media presence, possibly participating in site visits or a conference
- Provide input on the development of future internship and residency programs
- Participate in College Park staff meetings and other staff activities

The Communications Intern reports to the Communication Coordinator.

QUALIFICATIONS & REQUIREMENTS

- High school diploma required
- Strong written and verbal communication skills
- Proficient with Microsoft Office suite
- Experience with social media platforms
- Familiarity with Adobe InDesign, Photoshop, and Illustrator a plus
- Experience with marketing analytics a plus
- Creative thinking skills
- Self-motivated, detail-oriented, and reliable

COMMITMENT

- Duration and pace of internship negotiable between 7 weeks at 40 hours/week to 10 weeks to at 28 hours/week
- College Park will compensate the intern a total pay amount of \$2,000