

## **JOB DESCRIPTION**

**JOB TITLE:** Communications Summer Internship

**ACCOUNTABLE TO:** Meghan Greenwalt, Associate Director of Communications

**PURPOSE:** A member of the Roswell Presbyterian Church's communications team, this position works to generate content to advance the messaging and branding of RPC, with a particular focus on visual design, photography, and video production. He/she will have creative storytelling abilities and strong technical skills.

**STATUS:** 10 Week Internship (40 hours a week)

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- I. Collaborate with the Communications team to support various communication and digital engagement strategies.
  - a. Collaborates with ministry staff to implement communication strategies by assisting with video, multimedia components, and/or graphic design.
  - b. Assist with Sunday worship livestream.
  - c. Assist with video production, including b-roll and editing.
  - d. Assist with creative development, production, and implementation of communications to support our ministries.
  - e. Assist with photography and social media concepts.
  
- II. Serve as a team member.
  - a. Attend Communication Ministry staff meetings.
  - b. Work closely with church staff on Communications support.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Majoring with a Communications degree in video production, communications, or graphic design. Professional experience a plus.
- Knowledge of video editing and motion graphic software and/or the ability to become proficient in additional creative and communication software/technology.
- Familiar with in Microsoft Office and/or Google Drive, Adobe Creative Suite (Photoshop, InDesign, Illustrator, After Effects, Premiere Pro), and Canva.
- A examples of design work in multiple mediums (print, digital, video, etc.)
- Able to multi-task, prioritize, and demonstrate initiative.

**In addition, works with:** Vicki Tribick, Communications Director

**We are looking for:**

Passionate followers of Jesus who want to impact the congregation for Jesus. Talented and energetic students who want to propel the communications ministry of Roswell Presbyterian Church as we move into exciting new ministry opportunities this summer. Applicants need to be focused, dedicated, self-starters with a passion for communications.

**Specifics About the Internship:**

A general workweek is Sunday-Thursday, 40 hours a week. Work schedule will be determined on a weekly basis with your supervisor, some remote work is possible. Internships run from May 2024 through July 2024 (start and end dates can be negotiated).

Interns are paid \$2,500 for 10 weeks.

\*Employment is contingent upon passing a drug screen and background check.

**CHANGES/MODIFICATIONS**

This job description may be amended under the direction of the Executive Pastor and the Personnel Ministry.

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(Incumbent)

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(Date)

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(Executive Pastor)

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(Date)