

Village Church Job Description

Job Details

Title: Communications Intern

FLSA Status: Paid Internship

Department: Family, Connecting & Communications

Reports to: Associate Pastor for Family, Connecting, and Communications Ministries

Primary work with:

- Graphics Designer
- Executive Staff (pastors plus executive administrator)
- Program Directors

Purpose of Position

To write and edit content for all print media for all ministries of the Village Community Presbyterian Church (VCPC), and, secondarily, to assist as needed with social media updates, and assist with photography and video projects as needed.

Core Competencies

1. Exhibits a personal lifestyle and confession that demonstrates that Jesus is Lord of his/her life.
2. Excellent communication skills in writing and design.
3. Demonstrate computer knowledge (i.e. MS Office suite, Publisher)
4. Demonstrates the ability to work effectively within the organizational structure of VCPC.
5. Shares the Mission, Vision, and Values of VCPC.
6. Proven record of working well with and for others.
7. Photography proficiency
8. A team player

Essential Functions and Responsibilities

- Work with ministry leaders to update, write, and edit content of print communications, and work with the Graphics Designer in the timely publication of these materials
- Be the receiving hub of information of all ministry areas for the production of the weekly Abundant Living newsletter, organize the information, and craft content for its subsequent publication
- Copyediting, writing, and content calendaring for timely publication
- As time allows and based on pre-arranged schedules, attend church events and church-related functions to facilitate messaging
- Assist with social media updates as needed, and receiving occasional coaching from our social media consultant during this internship period
- Assist with special projects as assigned by the Senior Pastor/Head of Staff or the Associate Pastor for Family, Connecting, and Communication Ministries.

Physical Requirements

	Regularly	Frequently	Occasionally
Sitting	x		
Standing	x		
Walking	x		
Climbing/Balancing			
Reaching – with Arms and Hands	x		
Stooping/Kneeling/Crouching/Crawling			
Talking	x		
Hearing	x		
Feeling/Touching	x		
Vision – Close, Peripheral, Depth, Ability to Adjust Focus	X		
Lifting up to 25 lbs.			x

Education

Degree/Diploma Obtained	Program of Study	Required/Preferred
College student or recent graduate	Communications (or a related field)	Required

Experience

Years of Experience	Type of Experience	Required/Preferred
1-3 years	Communications, Journalism, and/or Marketing	Required

Experience Requirements

Excellent writing skills, successful working on teams, experience with faith-based organization
