

## **Water Street Mission Job Description Karen R Hoffman Communications Internship**

**Summary:** The Karen R. Hoffman Communications Internship is designed to provide a current college level student who is interested in full-time Christian Ministry experience in the communications field. Applicants will be enrolled in a communications, marketing, or similar field, and be committed to furthering the gospel of Jesus Christ in their work.

**FLSA:** Non-Exempt

### **The Communications Intern must be:**

1. Willing to sign the Water Street Mission's Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Mission's core values and ministry philosophy.

### **Focus of the Position:**

- social media and public relations projects
- learn tools to be a social media manager by developing content for social media postings
- -assist with social media editorial calendar
- -assist with public relations writing
- -assist with special events and tours
- Support both internal and external customers with positive and consistent messaging
- Assist with campus tours, as needed.
- Perform other related tasks as assigned.
- Effectively relate and work with team members and other employees.
- Seek to continuously improve processes.

**Education and Experience:** Writing, simple design, photography and entry level communications training is expected. Must be ministry minded and able to work well with team, staff, volunteers and external agencies. Fluent in Microsoft Office products including excel, word, and PowerPoint is essential project manager software is an asset.

**Supervisor:** Director of Marketing

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds. May require occasional weekend or evening availability.

**Christian Life:** As an employee of Water Street Mission, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.