

DIGITAL CONTENT DESIGN INTERN JOB DESCRIPTION (Part-time, non-exempt)

Reports to: Creative Arts Pastor and Marketing Manager

Works with: Creative Arts Department and Chapel Support staff

Status: Intern (22-24 hours/week)

Description

You will be responsible for managing our digital communications platforms, including our website and social media platforms. This includes written, visual and structural communication.

Characteristics

This person also must be a team-building leader with a servant's heart. Must work well with a variety of personalities and be self-motivated. The ideal candidate will think out-of-the-box and enjoy new creative ideas. We are looking for someone who can bring vision and creativity. This person must have the ability to be flexible in an environment where there may be frequent changes.

Job Requirements

- Be able to effectively manage social media platforms (Facebook, Instagram)
- Must have the ability to create content plans for said platforms (events, sermon series promos/clips, stories, recaps, etc.)
- Must be able to utilize Hootsuite to schedule and study analytics of our posts.
- Must be able to communicate well with designers for strategic needs.
- Must be able to effectively research and utilize content marketing that communicates correctly to specific audiences.
- Will assist with developing and implementing marketing plans for new events
- Must be able to edit and proofread well.
- Ability to respond to social media comments, good and bad, in a professional yet friendly manner.
- Preference will be given to someone with good critical writing skills that are adaptable to desired audiences. This might include, but is not limited to: press releases, target emails and script writing.
- Preference will be given to someone who is capable to do content updates for our website.
- Preference will be given to those proficient in photography.
- Preference will be given to those with basic design knowledge/use of Adobe Creative Suite.
- Possess a "can-do" attitude, be self-motivated and driven to fix problems without being told.
- Flexible schedule with some weekend and evening hours to be expected (to capture events/stories on the ground).
- Must be willing to work on a variety of projects for a variety of clients that vary in length, including quick turnaround projects (few hours) to projects that take several months to complete and to prioritize them well.
- This person must operate in an environment that does not require day-to-day micro-managing.
- Any other duties assigned by the Pastor of Creative Arts

On a lighter note: this position has a lot of creative freedom. We have a lot of fun and don't take ourselves too seriously. A sense of humor is also required. We work hard and play hard! You must be fun to be around!

To apply:

Please submit a resume to: jane.day@thechapel.life