

Communications Internship Role Description

Purpose: Assist with church-wide communication at Southbridge by partnering with the Communications Director and Executive Pastor

Role Overview: Support the overall vision and mission of Southbridge Fellowship. Contributes to various aspects of church communication such as promotions, marketing, social media and more. Works closely with the Communications Director and Executive Pastor.

General Responsibilities:

- Support the vision, direction and strategy of the church
- Embrace and practice Southbridge's values and staff behaviors

Overall Tasks:

- Maintaining the church-wide communications calendar
- Coordinating promotional requests
- Creating and preparing the Sunday bulletin and various print pieces
- Creating and sending the weekly e-newsletter
- Assisting with social media content (Facebook, Twitter and Instagram)
- Updating church website and mobile app
- Other tasks and projects as assigned by the Executive Pastor and Communications Director

Qualifications/Skills:

- Committed follower of Christ
- Student in good academic standing
- Committed to the vision and mission of Southbridge Fellowship
- Excellent written, verbal and visual communication skills
- Organized with ability to creatively solve problems
- Familiar with social media and digital marketing best practices
- Basic design skills and experience with Wordpress a plus.
- Excellent computer skills with experience in social media and Mac OS

Regular commitments/meetings:

- 12-15 hrs/week
- Weekly staff meeting, Tuesdays 10:30am-11:30am

12 week commitment preferred starting late April/early May 2017.

**Applicants should submit their resumes to Carrie Evans,
cevens@southbridgefellowship.com**