



TRINITY

UNITED METHODIST CHURCH

*Growing in love and service through
relationships with God and community*

Trinity United Methodist Church Communications Internship

Job Description

Trinity United Methodist Church (UMC) currently has one part-time internship position open, beginning in summer or fall 2020 (depending on applicant availability), to support the church's external communications content. We are looking for undergraduate students with experience in content creation, communications management and/or strategy, copywriting, online publishing, digital writing, and graphic design. The student should be a motivated and committed individual who can combine their technical skills with their intermediate/advanced writing and investigative skills to develop and deliver traditional and digital content as needed to parishioners, donors, community members, and other stakeholders. This position may extend through the spring, 2021 semester depending upon quality of job performance and goals met.

Job Responsibilities

- Interview clergy, staff members, parishioners, and event attendees to create content for website, publications, and social media.
- Develop and gather text and graphics to engage internal and external Trinity UMC stakeholders.
- Create and maintain a repository of images, tools, press releases, and designs.
- Identify and record current key themes and objectives for messaging.
- Create a flow chart for various types of communications needs.
- Develop a communications style guide.
- Support Trinity's communications director and clergy with content as needed.
- Assist Trinity employees and board members in planning, developing, and communicating content about their events, programs, and initiatives.

Preferred Skills and Knowledge

- Windows and iOS/Mac OS experience
- Knowledge of Microsoft Office Suite, particularly Word and Powerpoint
- Demonstrated writing ability
- Knowledge of digital publishing, image editing and web development tools and platforms (e.g., Adobe Creative Suite, Canva, WordPress, Blogger, etc.)
- Basic knowledge of social media platforms and blogging
- Experience with search engines and internet navigation
- Creativity, organization, and communication skills
- Ability to work independently and on teams

Compensation

Compensation rate of \$15/hour with an expectation of 10 hours per week on average.

Compensation is not to exceed \$2,500/semester.

Application

To apply, submit a resume, cover letter, and writing samples to tracey@trinitylafayette.org