

Comms Dept.

Believers University | Internship Job Description

Status:	Part-time
Supervisor:	Communications Director
Internship:	10 months
Work Week:	Sunday – Thursday
Hours:	20 hrs per week
Compensation:	\$10/hr
Position:	Marketing Specialist

Mission:

To make Jesus #1, one person at a time

Vision:

Partner with the Creative staff to create, develop and implement effective marketing plans, branding, and communication for our church as a whole.

Staff Values:

- We pray like it depends on God, and work like it depends on us
- We are radically blessed when we radically give
- We lead others to *make Jesus #1*, by giving Him 1st place in our own lives
- We tackle “the worst” things first, keeping us organized and productive
- We celebrate wins, giving God the glory for who He is and what He is doing
- We make every effort to live at peace with everyone
- We recognize that effective communication leads to engagement

Key Attributes:

- Mature: Has a growing and vibrant relationship with Jesus Christ
- Honest: Can be trusted to do what they say and say what they mean
- Connect: Relationally connects well with different people
- Hungry: Takes ownership of the position doing more than what's expected
- Humble: Puts others first and isn't consumed with getting the credit

Bottomline:

Work directly with the communication director on all church graphics, social media presence, and website development.

Ministry Area Responsibilities:

- Creating and building engaging graphics that follow the guidelines of Believers Church
- Update and innovate our website and app platforms
- Weekly set up and help run our social media strategies
- Observe Staff meetings and attend Worship Planning Meetings every Wednesday
- Attend weekly and monthly meetings assigned by Communications Director to include conferences / retreats