



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Communications Intern

The Communications Intern at Princeton Alliance Church (PAC) is part of the Local Outreach Team. As part of his or her duties, the Intern will gain experience in the planning and execution of church-wide, short-term, mid-range and long-term initiatives and how they are communicated to the congregation and community.

The Communications Intern helps execute the weekly workflow of PAC's Communications Ministry. The intern reports to the Communications Assistant. The Writer's daily tasks will vary from the Designer's daily tasks, but all interns will be exposed to and will contribute to various aspects of communications. The individual provides aptitude and/or interest in the following areas:

Requirements

- A college/university student in a Communications-related field (i.e., Journalism, Communication Arts, Graphic Design, Media, etc.)
- Highly proficient in Microsoft Office for Mac, and if pursuing design, has experience using Adobe Creative Cloud for Mac (Photoshop, Illustrator, and InDesign)
- A desire to work within the local church ministry context or non-profit organization

Key Responsibilities

- Writing, Editing & Proofing
 - Drafting press releases for upcoming events
 - Drafting content for weekly printed Weekly Update; assisting with layout
 - Assisting with reports
 - Editing and proofing correspondence and other communication
- Digital Media
 - Updating and drafting web content via a content management system
 - Assisting with the management of online sermon media
 - Assisting with maintenance of PAC's mobile app
 - Drafting social media posts
 - Photographing events and activities
- Design
 - Contributing to the development of series and church-wide graphics
 - Assisting the Designer with design and layout of daily projects
 - Learning to effectively bring a project from concept to completion
 - Assisting with print production tasks including press-ready file preparation
 - Managing PAC photo galleries
- Administration
 - Participating in weekly Ministry Coordinators' meetings
 - Pricing and tracking projects
 - Analyzing new mover data via church database
 - Managing promotional kiosks

Global Outreach Trip

- Value of a Short-term Mission—Short-term missions provide opportunities to exercise the spiritual gifts of mercy, compassion, and leadership (among many others), and these gifts are foundational to ministry. As such, the Intern can choose to participate in one of three short-term missions offered this summer as part of this internship.

Communication/ Coordination

- Communicate with the Ministry Leader regarding victories and challenges
- Consistently contribute to the regular meetings and discussions
- Practice timely, complete, and confidential communication
- Use professional language in all forms of communications including emails

Team Development

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development by participating in the weekly Intern Cohort
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Ministry Leader regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Intern also participates in regular staff development activities, such as weekly staff prayer and bi-weekly staff meetings. Weekly Sunday attendance at Princeton Alliance Church is required.