

**Internship Position Request and Job Description:
Communications Assistant**

KING STREET CHURCH

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Chambersburg, PA 17201
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Purpose: The work of communications at King Street Church is to launch and promote our ministries, events, and programs. Staff and lay leaders bring their ideas to this office and it is our job to bring them to life through branding, printed materials, in-house and local advertising, the church website, and social media. It is our hope that every program would see their own mission magnified in the materials that we produce, as well as the mission of King Street Church—to engage and bless our community with the Gospel.

We seek to creatively illustrate each project, through text and graphic design, with a two-part approach:

1. Collect accurate information about each program, streamline the details so that our presentation is clear/concise, and then deliver the information in an appealing way.
2. Present a message that highlights the heart of the program, while addressing and eliminating barriers for participation.

As part of the Creative Team at King Street Church, the communications office helps to develop new ideas for church-wide events and programs, and provides support to senior leadership.

Position Responsibilities:

- Invest up to 30 hours per week in ministry
- Spend time discussing and getting to know the Communications Coordinator and their job responsibilities.
- Use and learn more about using Microsoft Word and Publisher, and Adobe Photoshop and Illustrator.
- Assist in preparing weekly announcements via the worship folder, overhead screens, and media scripts.
- Assist in providing oversight for the church web page.
- Design social media posts. Responsibility will be given to develop new and innovative ways to connect via social media.
- Write content for church publications.
- Identify stories that we can highlight, and ways to bring those stories to the congregation.
- Opportunities will be given to design program logos, advertisements, and branding.
- Develop personal and professional goals (for internship) and pursue them
- Maintain a positive outlook and willingness to try new things as they arise.

Accountability: The intern will report to the Communications Coordinator.

Payment: Minimum Wage

Length: 10 weeks

Submitted by

Susanna Allen

Communications Coordinator