

# COMMUNICATIONS INTERN

## Role Description

**Position Summary:** The 3Crosses Communication team is a dynamic team passionate about strengthening the image of the diverse (multicultural and multigenerational) 3Crosses community. Gain experience and insight into our multimedia Communications department, through our internship designed to cultivate leaders who make creative content and serve others. As the Communication Intern, you will execute detail oriented projects, be a part of creating progressive and creative content, while supporting team initiatives through demonstrating relational skill with dependability and respect.

**Uplink:** Director of Communications

**Classification:** Temporary, part time, exempt, 10 hours a week

**Works Closely With:** Director of Community Outreach & Engagement, Communications Team, Office Manager, Ministry Pastors and Directors

**Preferred Start Date:** May 1, 2021

**Ending Date (with opportunity for extension):** December 31, 2021

### Key Areas of Responsibility:

- Contribute to planning, creating, execution, and finishing elements for 'all-campus' Community Outreach events.
- Working alongside the Communications Team to support the creation of content for social media platforms & Sunday sermon series.
- Attending the weekly team meeting with the Director of Community Outreach & Engagement, Communications Director, Graphic Designer, Video Producer, and Communications Content Creator
- Support & strengthen internal relationships between Ministry Leaders and the Communications team.
- Other relevant duties of training as assigned by uplink.

### Qualifications:

- Strong relationship and commitment to Jesus Christ
- Demonstration of Deacon Qualifications (1 Tim. 3:1-7)
- Computer skills
- Desires to go into vocational ministry

### Schedule:

Mondays and Tuesdays 10:00am to 3:00pm, with flexible/additional hours during special event seasons

### Compensation:

\$800.00 per month paid every 15th and last day of the month

# Candidate Profile

## Skills:

- Enthusiastic Learner
- Creative and Initiating
- Clear Communication Skills
- Team Oriented

## Experience:

- Basic administrative work

## Personality:

- Creative
- Initiating
- Team-oriented

## Spiritual Gifts:

- Leadership
- Service
- Administration

## Heart:

- A growing relationship with Jesus Christ
- Love for the community
- Passionate about 3Crosses' purpose, process and ministry distinctives