



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. The intern reports to the Local Outreach Team Leader or her designee. As part of his or her duties, the Intern will gain experience in the planning and execution of church-wide initiatives and how they are communicated to the congregation and community.

Requirements

- Ideally, the Communications Intern is a college student in a Communications-related field (i.e., Journalism, Communication Arts, Graphic Design, Media, Digital Communication, etc.)
- Has experience using Adobe Creative Cloud for Mac (Photoshop, Illustrator, and InDesign)

Key Responsibilities

The Communications Intern helps execute the weekly workflow of PAC's Communications Ministry. Daily tasks will vary and the intern will be exposed to and will contribute to various aspects of communication listed below.

- Writing, Editing & Proofing
 - 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
 - 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

Communication/ Coordination

- Connect with Local Outreach Team Coordinator to organize weekly tasks and schedules
- Communicate with the Local Outreach Team Leader regarding victories and challenges
- Consistently contribute to the regular Team meetings and discussions

- Practice timely, complete, and confidential communication

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

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Participate in Intern Cohort meetings (weekly) for personal and professional development

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 five short-term mission trips offered this summer as part of this internship.

SEA - June 27 - July 7

Thailand - July 11-22 (Remember Nhu)

Brazil - July 12-21 (Camp)

India - July 19-28 (Medical Trip)

D.R. - July 20-27

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 staff prayer, staff meetings, and staff retreats. Weekly Sunday attendance is expected.

Apply

To apply, please provide a cover letter and resume to interns@princetonalliance.org. Those with an emphasis in writing and editing should include three recent writing samples (i.e., press releases or other professional communications). Those with an emphasis in design should include three samples of recent designs. (Links to online samples are welcome.)