



Job Description

Providence Evangelical Free Church

Position: Communications Intern

Reports to: Director of Communications

Goal of the Position:

The goal of the Communications Intern position is to equip individuals who desire to use their creative gifts in service to a local church or ministry. Through hands-on experience, the intern will serve the church while learning and growing in their craft, contributing meaningful creative materials that support and strengthen the mission of the church.

What to Expect:

- 1) Create designs and materials to use for ministry promotions
- 2) Take photos and assist in video shoots
- 3) Craft and write ministry emails and text messages
- 4) Assist in Communication projects and weekly tasks
- 6) Meet regularly with the Director of Communications
- 7) Create and produce social media posts

Work Requirements:

- Approximately 30 hours per week
- 10-week commitment (May - August)