

SUNSET CHURCH COMMUNICATIONS INTERNSHIP

POSITION TITLE: Communications Intern

REPORTS TO: Mai Anh Hall, Communications Manager

STATUS: Unpaid (~20 hours/week, fundraising encouraged)

PHILOSOPHY

Sunset Church is a community of people, connected to each other and committed to making disciples of all the nations – who are becoming transformed into the likeness of Christ. Interns must be committed to Jesus Christ and the work Christ is doing at Sunset Church, along with being in agreement with these values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

POSITION SUMMARY

Communication is the tie that binds all of the ministries at Sunset together. An intern will learn how to work with various ministries to decide how and what to communicate, along with what is important for the congregation to know. He/she will work closely with the Communications Manager while using photography, graphic design, social media content creation, website work, and verbal communications skills. The intern will also lean into the idea that communications is a ministry, just like any other ministry at Sunset Church. *This position will allow the intern to experience how effective communication helps ministry flourish at Sunset Church.

The Sunset Communications Intern will work ~20/week with a focus in our communications ministry. In addition, there will be required reading and time with the intern cohort – encouraging personal, spiritual, and leadership growth, along with discerning vocational calling.

GENERAL RESPONSIBILITIES

- Plan and manage communications via an internal schedule
- Copyright for all avenues of communication
- Social media content procurement (i.e., writing, editing)
- Build new website ideas
- Photograph Sunset Church events, editing the photos, and finding ways to use them
- Create ideas for videos, film videos, and edit the video and audio
- Speak to the congregation, whether an individual or on the platform with announcements
- Communicate with staff, volunteers, and congregants to work on projects together or gather information