



Making the Invisible God, VISIBLE

Rev. Paul D. Allen, Lead Pastor

Digital Media Internship, Summer 2018 – Job Description

The Digital Media Intern assists in the planning, implementation, and administration of all facets of the digital media ministry at Shoreline Community Church throughout the summer months.

Overview This internship offers valuable real-world experience in digital media outreach, online organizing, and graphic design.

The ideal candidate will possess—and have the opportunity to further develop—strong graphic design, video editing, and social media skills.

This intern will create and distribute content to help publicize SCC's programs and ministry across various digital platforms.

Requirements:

- Proficiency with online communications and design tools—including the Adobe Creative Suite or other comparable software—is a must.
- Able to build and maintain website.
- Familiarity with all leading social media platforms like Facebook, Twitter, Instagram, Snapchat, and YouTube is a must.
- Strong communications skills, including writing and grammar, are a must.

Preferred:

- Experience in web design and content management
- Experience with online live streaming video (we really want to develop this ability and train volunteers)

This is a minimum 40 hours'/week position, for 12 weeks (May-Aug, start/end dates negotiable depending upon individual's schedule). A typical week may look like the following (this is an example, not a strict schedule):

Worship Attendance (3 hr.) We believe we exist to “glorify God and enjoy him forever,” thus worship is a priority. All interns are expected to participate weekly in Sunday morning worship services with the Shoreline Community Church family.

Preparation and Planning (20 hrs./wk.) A weekly schedule will be required in preparation for Sunday's worship experience. This will include all slides, videos (including interviews, sermon illustrations sermon bumpers, welcoming videos etc.) The intern will also be tasked with responsibilities related to training and preparing ministry volunteers.

Administrative Responsibilities (9 hrs./wk.) This includes administrative duties as a member of Shoreline Community Church professional staff, such as weekly staff meetings, occasional meetings with individual staff, reporting, etc. Administrative responsibilities will also be assigned by the Lead Pastor.

Personal Development (7 hrs./wk.) Time is to be spent in pursuit of personal growth both professionally and spiritually. Intern will be assigned several reading assignments during the course of the summer and expected to report on them. (We have our ideas, but have in mind some of your own ideas as to what you might like to read.) A written report will be required at the beginning of the internship outlining the individual's hopes and goals for the summer. Keeping a journal (paper or electronic) is highly recommended. A written report with regard to the successes and failures in attaining those goals, as well as an exit interview will be required upon completion of the summer internship.

“Other” Responsibilities (4 hrs./wk.) Opportunities abound for participation in various aspects of worship and church life which may or may not be directly related to digital media.