

Position: **Marketing/Communications & Worship Media Intern**
Location: **First United Methodist Church of Searcy, AR - commuting is not an option**
Hours: **Part-Time (10-12 hours per week - Sunday mornings required)**
This is an unpaid position.

Apply: To apply, email resume (including a pertinent list of completed classes) and cover letter to searcyfirstcommunications@gmail.com. Attach or link portfolio, if electronic.

ATTRIBUTES

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude, and behavior.
- Have a cooperative, healthy, and motivating relationship with supervisors, coworkers, and volunteers.
- Uphold professional working standards and office decorum.
- The ability to work in concert with the Director of Marketing and Communications to cast and conduct the vision for marketing our church.
- Proven organizational skills, creativity, initiative, and strong work ethic.
- Willingness to ask questions, research, and learn.
- Ability to problem solve and “figure it out” to keep a project moving forward.
- Team player.
- Ability to remain calm under pressure.
- Adhere to the employee handbook and Safe Sanctuary policy of Searcy FUMC.

QUALIFICATIONS

- Successful completion of 30 hours of collegiate coursework in marketing, communications, electronic media production, technical theatre, or worship production. Comparable work experience will be considered in lieu of course hours. Portfolio required.
- Possess effective communication skills; written, spoken, and electronic.
- Working knowledge of Microsoft Office or Google Workspace software.

RESPONSIBILITIES

- Create and run worship multimedia presentations and worship live stream under the direction of the Director of Marketing and Communications. (two services per week on Sunday morning)
- Help capture special events and the “life of the church” through photography and videography.
- Support the church staff with marketing and communications activities through the direction of the Marketing and Communications Director.
- Other duties to support the marketing/communication efforts of the church as assigned.

- Option to create and run additional multimedia presentations as needs arise (Holy Week, Christmas, Concerts, VBS, etc.).
- Reports directly to the Director of Marketing and Communications

SKILLS

- Possess excellent writing and grammar skills.
- Display familiarity and proficiency using multiple social media platforms.
- Experienced in design software and possess “a good eye” for designing.
- Proficient with presentation software: PowerPoint, Google Slides, or ProPresenter. Willingness to learn and master ProPresenter.
- Basic video production.

Probationary Period: The initial 90-day period of employment shall be considered probationary. At any time during this period, the candidate, with the approval of the Senior Pastor, may terminate employment with or without reason.

Employment at Will: This position is considered an “at will” position. The employee or employer may terminate the employment relationship at any time with or without cause.

Background Check: Prior to the entry on the duty date, the employee must undergo a criminal background check and sexual/harassment investigation according to the Safe Sanctuary compliance and State Licensing standards.

Modification: This job description is subject to being modified as needed by the Director of Marketing and Communications under the approval of the Staff-Parish Relations Committee.