

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Intern- Graphic Arts & Communication  
**Leadership:** Development  
**Classification:** Non Exempt/Part time (10hrs/wk)  
**Department:** Communication Arts  
**Reports to:** Communication Arts Director  
**Effective Date:** 09-01-2016

### **PURPOSE:**

To develop and grow in ministry skill, and help enhance the quality of communication to the people of Riverside and our community.

### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- Must be 18 years of age or older
- Ability to commit to 10hrs/wk
- Reliable transportation
- A passion for promoting good communication within the church and presenting a positive image of the church within the community.
- Knowledge/familiarity in Photoshop, Illustrator, InDesign and Microsoft Office
- Knowledge/familiarity in both Mac and Windows environments and with social networks
- Spiritual gifts of serving, administration, leadership and organization
- Must complete entirety of program September 1<sup>st</sup>, 2017 –May 15<sup>th</sup>, 2018

### **RIVERSIDE COMPETENCIES AND EXPECTATIONS:**

- Fully embraces Riverside Church's mission, vision and values.  
*(Experience Grace, Grow in Love, Give of Self)*
- Be reliable, take initiative, and be self-motivated
- Embrace and adapt to growth, change, innovation and creativity
- Use appropriate judgment in the areas of discretion, sensitivity and confidentiality
- Have a cooperative, healthy and motivating relationship with supervisors, department team members, co-workers and volunteers

## ESSENTIAL FUNCTIONS:

- Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God's Word
- Responsible for completing 1 ministry area project in each of the following areas
  - Missions Festival Materials
  - Christmas Promotion Materials/Publicity
  - Easter Promotion Materials/Publicity
  - Social Media Development
  - Series Development/Materials
  - Brand Development
  - Website/Search Engine Optimization Development
- For the second year of the internship, specific tasks to take on would be:
  - September-December: Worship Folder Edits (Email, Edits & Printing)
  - October: Design & implement a series from start to finish (graphic, banners, print pieces, web graphics, etc.)
  - January-May: Design & implement a series from start to finish (graphic, banners, print pieces, web graphics, etc.)
  - Sept/Oct: Access Sunday: Missions Festival Magazine (Start to finish of graphic design, content & printing)
  - Nov/Dec: Help with implementing pieces for the Christmas Production & Series
  - Help to develop a social media team & build Riverside's social media presence
  - Help with the development/creation of Riverside's new website
- Communicate with area leader on a regular basis
- One hour a month full internship meeting
- One hour leadership meeting 1 or 2 times per year
- Weekly Internship/Leader meeting

## RELATIONSHIPS:

- Works as part of the Communication Arts Department
- Reports to the Communication Arts Director
- Works in cooperations with Interns in Community Life, Family Ministries, Care Ministries, and Creative Arts.

## COMPENSATION:

- Interns at Riverside are potentially eligible for a monthly stipend.

Approved by \_\_\_\_\_ Date \_\_\_\_\_