

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: 09-01-2018

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 1st, 2018 –May 15th, 2019

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
- Actively pursue a healthy personal relationship with Jesus Christ through regular prayer, meditation and study of God's Word

ESSENTIAL FUNCTIONS:

- 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

- Directly communicate with the Communication Arts Director 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 Connections, Small Groups, Family Ministries, Care Ministries, and Creative Arts.

COMPENSATION:

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

Approved by _____ Date _____