Potomac Conference of Seventh-day Adventists

Position Description

Position: Communications Intern

Reports to: Assistant to the President for Communications

Last Reviewed: 8/14/14

Department: Communications

Class: Exempt FT

Summary

As full-time Communications Intern, assist the Potomac Conference Corporation (PCC) in accomplishing its' mission to grow healthy, disciple-making churches. As a team of biblical servant leaders, PCC provides leadership, training and oversight to their network of disciples as together they share the gospel of Jesus. They value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

- **A biblical servant leader** *(who (1) serves as an authentic follower of Jesus and His mission, (2) engages others in a life of holiness, and (3) takes the initiative to equip others for His mission and growth of His kingdom) that will assist the conference in accomplishing its mission and vision by modeling its' values.*

- **Meetings:**
  - Actively engage in monthly LEAD and Office Staff meetings.
  - Actively engage in Conference Blitz weekends.
  - January Pastor's Meeting – choose either North or South to attend
  - Actively engage in Pastor/Teacher Convention.
  - Other events, as needed.

- **Events:**
  - Prepare for events per Conference calendar.
  - Provide event photography and videography as needed.
  - Provide graphic design skills for Conference-wide events, and assist design for departmental events.

- **Digital Photos and Video**
  - Produce multimedia content for the website.
  - Maintain the photo archive.
  - Update and maintain the functionality of the conference web site.
  - Taking photos of new employees for directory and credentials
  - Respond to technical support requests concerning the conference website.

Education, Skills, and Experience

Bachelor's or Associates degree in communication related field required. A proven track record of effective leadership, judgment, collaboration, learning, and character above reproach. Personally create annual spiritual growth and leadership development plans.

Familiarity with web design, content management, non-linear editing, and studio production is required. Proficiency with Adobe Creative Suite and Microsoft Office software required. Well-developed interpersonal communication skills are essential, as well as the ability to work positively and effectively with co-workers.

Credentials/Licenses/Certifications

- Adherence to the minimum code of conduct set forth in the *Professional Baseline for Exempt Office Employees*
- Valid documentation of legal right to work in the United States
- Valid driver's license.
- Certificate of Completion, *Shield the Vulnerable*, Protect Children, Parts 1 & 2
- Criminal Background Check
- International employees (usually on R1 visa) from countries where English is not the primary language, must provide valid, *English as a Second Language* (ESL) certification in general communication skills, up to Level 6.

Work Environment

Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Travel may be required and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.