



Position Description

Position: Communication Intern

Department: Administration

Reports to: Assistant to the President for Communication

Range: 73% – 83%

Last Reviewed: 1/16/19

Class: Exempt FT

Summary

As full-time communication 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 is someone 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.

Meetings

- Actively engage in monthly office staff meetings.
- Actively engage in conference blitz weekends.
- Actively engage in Pastors' Meetings.
- Actively engage in Pastor/Teacher Convention.
- Other events, as specified.

Events

- Assist in preparation for events per conference calendar.
- Provide event photography and videography as needed.
- Provide graphic design skills for conference-wide events and assist in design for departmental events.
- Assist in the production and editing of the Potomac People podcast.

Digital Photos and Video

- Produce multimedia content for the website.
- Maintain photo archive.
- Update and maintain the functionality of the conference website.
- Take photos of new employees for directory and credentials.
- Respond to technical support requests concerning the conference website.
- Other duties as assigned.

Education, Skills, and Experience

Bachelor's degree in communication related field is required. Candidate must have earned his/her degree within the last two years. Must have a proven track record of effective leadership, judgment, collaboration, learning and character above reproach.

Familiarity with web design, content management, video 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, Verified Volunteers, Protect Children Parts 1 & 2.
- Must undergo 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 and/ or 4) lift more than 10 lbs. Travel may be required and conditions of travel may be difficult. Salaried positions require working necessary hours to complete assigned tasks and the ability to appropriately handle stress and interact with others.

How to Apply

Applicants meeting the specified requirements should email a resume and portfolio of relevant works to communication@pcsda.org with the subject line "Communication Intern Application."