

## COMMUNICATIONS INTERN FOR THE NATIONAL PRESBYTERIAN CHURCH

Offered on a rolling basis: Winter (January – April), Summer (May – August), and Fall (September – December)

Minimum 15 hours/week

\$1,500 stipend

Primary responsibilities include:

- Maintaining and updating the church's website content
- Developing and analyzing content for social media
- Assisting with the development and design of print media (posters, brochures, etc.)
- Preparing and editing the weekly newsletter and email
- Developing and maintaining a list of media contacts
- Monitoring and analyzing the impact of efforts through available online metrics
- Limited administrative support for communication

Qualifications:

- Excellent written and oral communication skills
- Ability to work independently
- Proficiency with MS Office (Word, Excel) and Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Well-versed in social media platforms
- Currently enrolled in a 4-year university or masters degree program in the communications field (Communications, Public Relations, Advertising, Graphic Design, etc.)

About The National Presbyterian Church:

A multigenerational church with a rich heritage, National Presbyterian Church (NPC) is made up of approximately 1,500 members from Maryland, D.C., and Virginia and holds both traditional and contemporary services every Sunday. NPC offers a variety of classes and programs for adults, children and teens, concert series throughout the year, and service projects both locally and internationally. Established in 1795, National Presbyterian Church now resides in northwest D.C. where President Dwight D. Eisenhower laid the cornerstone of the current building. National Presbyterian is a member of the PC(USA) denomination.

### **Contact:**

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