



**Job Title:** Media Intern  
**Status:** Part-time  
**Prepared by:** Eddie Schroder  
**Date Posted:** October 2017

### **Position Summary**

We are looking for a creative media intern with up-to-date working knowledge of social media and content management systems to interpret ministry needs and to design solutions with high visual impact. You will work on a variety of projects, including editing audio/video files, social media posts and scheduling, etc. with our Communications Team.

### **Responsibilities**

- Cultivate a solid body of work
- Edit audio and video files
- Manage social media posts
- Maintain weekly media workflow schedule
- Work with a wide range of media and use graphic design software to manage multiple projects

**If you are interested in this position, please complete and submit an online application to our Human Resource department. Thank you!**