



Job Title: Communications Intern (Social Media Emphasis)	Created on: 5/21/18
Reports To: Social Media Coordinator	Last Updated: 4/22/21

General Description

The Communications Intern will work closely with our Social Media Coordinator to create consistently engaging content that will provide our congregation and beyond with essential information, encouragement, and biblical truths to carry them through the week. This position will assist in capturing the Sunday morning experience as well as various other events in order to bring our online audience into what's happening on our campus.

Essential Job Functions

- Help with the creation and distribution of all digital content for social media (graphics and short video clips)
- Build social media community with church members, guests, etc. by interacting in post comments and direct messages
- Write engaging captions for social media posts
- Highlight people and businesses in the Franklin community
- Work with the Social Media Coordinator to establish Grace Chapel's presence on Tik Tok
- Monitor live-streams on Sunday mornings and other live events and interact with viewers
- Other duties and responsibilities as assigned by the Social Media Coordinator and Director of Communications

Desired Skills

- Passionate about pointing people to Jesus!
- Team player who will excel in a fast-paced work environment
- Detail oriented
- Pursues excellence
- Strong written and verbal communication skills
- Great time management skills – ability to plan ahead and meet deadlines
- Great attitude and motivated to learn
- Energetic, creative, and able to think outside the box
- Experience in Adobe Creative Cloud Required (Photoshop, Premiere, Illustrator, etc.)
- Social media management experience (Please provide links and/or portfolio)