

GLORIA DEI LUTHERAN CHURCH
Summer Intern – Communications

Mission Statement:

Helping one another live life with Jesus every day.

Description: *The Summer Intern-Communications has the primary responsibility of serving with the Communications Team and assisting within its responsibilities. The Summer Intern-Communications is expected to lead a professional and personal life that does not violate the teachings and beliefs of The Lutheran Church–Missouri Synod on matters of personal conduct so their daily life gives witness to a lifestyle that supports our Christian witness within our organization and to the world.*

Duties:

1. Assist Communications Team with redesign and launch of gdlc.org including sitemap, content and design.
2. Coordinate and prepare content for social media channels (Facebook, Twitter and Instagram) that will increase engagement with Gloria Dei's social media in terms of activity, followers, likes and comments.
3. Participate in all other assigned duties during the course of the internship.
4. Follow established procedures in maintaining operations, equipment, and safety at events.
5. Participate in leadership development opportunities as provided by Gloria Dei.
6. Attend staff meetings and other assigned meetings.

Qualifications:

1. Agrees and supports the vision, mission, values and core beliefs of the congregation of Gloria Dei and The Lutheran Church–Missouri Synod.
2. Web design, communications or marketing degree or degree in progress, or 2 years' experience in a related field preferred.
3. Possesses competent computer skills and has experience with various social media channels.
4. Good verbal and written skills. Accurate in the use of grammar, punctuation, proofreading and composition.
5. Is a self-starter who needs a minimum amount of direction and supervision.
6. Has the ability to maintain confidentiality.

This position is non-rostered, hourly, minimum of 32 hours a week and reports directly to the Director of Communications. The normal work week is Monday through Thursday. Because of the nature of this ministry, flexibility in scheduling is required. Please send resume to Beth Koerber, Chief of Staff and Operations, at bkoerber@gdlc.org.