



ENCOURAGING PEOPLE TO ENJOY THE FULLNESS  
OF KNOWING, LOVING AND BECOMING LIKE JESUS.

## COMMUNICATIONS INTERN

### ACCOUNTABLE TO:

The Communications Intern shall be accountable to the Director of Communications of Eastminster Presbyterian Church.

### PURPOSE:

To assist the Director of Communications in planning, developing, and implementing internal and external information sharing, branding and marketing that will inform the congregation, and introduce the community to Eastminster's ministries.

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assist with planning and implementing all phases of communications for the varied ministries of Eastminster including:
  - internal and external print;
  - web and social media communications;
  - paid advertising;
  - media relations; etc.
2. Provide copywriting, editing and proofing services for online and print publications as requested by the Director of Communications.
3. Attend ministry events to take photos and provide content for Eastminster Communications department
4. Assist Director in Communications in maintaining, posting and creating copy & graphics for social media
5. Create graphics for ministries within Eastminster Church (Posters, slides, postcards, etc.)
6. Assist Director of Communications in updating Eastminster's website, proofing website & content
7. Support the Director of Communications when requested, by:
  - assisting with pre-print production;
  - creating promotions and graphics to support ministry and all church needs;
  - conceptualizing visual touch-points of the church, including web, print and screen graphics and campaigns;
  - implementing the Communications Playbook for Eastminster;
  - coordinating production schedule with various ministries for communication needs and projects.
8. Cooperate with the Director of Communication by performing any other duties when asked to do so.

#### QUALIFICATIONS:

- Professional training and/or experience in photography and graphic design
  - College Credit within graphic arts and/or photography is preferred
- Theological beliefs, policies and practices compatible with Eastminster Presbyterian Church
- Excellent verbal, written and social media skills
- Proficient in use of Photoshop, Illustrator, Lightroom & InDesign
- Ability to prioritize communications needs and requests

#### CHARACTERISTICS:

Godly character  
Personable  
Reliable & self-starter  
Good communicator  
Able to set priorities  
Flexible  
Team player and ability to build unity  
Creative thinker  
Exemplifies the fruit of the Spirit (Galatians 5:22)

**NOTE:** You will be expected to commute to Eastminster Presbyterian church 1-2x each week with flexible hours. You must be 17+ years old to apply.

**CLASSIFICATION:** Part-time, Hourly, Non-exempt

**TO APPLY:** Please send a cover letter, resume, statement of faith and design/photography portfolio to Elissa Becker, Communications Director at [ebecker@eastminster.org](mailto:ebecker@eastminster.org)

E A S T M I N S T E R   P R E S B Y T E R I A N   C H U R C H

1958 N. Webb Rd. | Wichita, KS | 67206 | 316.634.0337 | [eastminster.org](http://eastminster.org)