



## **SAN CLEMENTE** **Calvary Chapel**

### *Internship Description*

**Title:** Website / Graphics Intern

**Department:** Communications

**Reports To:** Holland Davis, Senior Pastor

**Status:** Intern

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all skills, responsibilities and duties required of the position. All internships are non-paid. Interns are expected to attend Sunday and Thursday services along with any other events as required by the area of service.*

#### ***Position Summary***

The Website / Graphics Intern will create graphics, develop site designs and keep the CCSC website up to date. He/She will also be challenged to brainstorm and execute new media concepts and projects.

#### ***Responsibilities and Duties***

- Updates and edits to the CCSC website
- Create ministry-specific graphics
- Create new website designs
- Propose and execute new media concepts

#### ***Qualification Requirements***

- Proficient in Photoshop and/or Illustrator
- Basic knowledge in HTML and/or Dreamweave
- Basic knowledge in Wordpress or Joomla platforms
- Basic computer hardware/software troubleshooting skills
- Editing, proofing and typing skills
- Self starter with strong interpersonal communication skills
- Organized and creative
- Must be flexible in working both independently and as part of a team
- The ability to multitask and operate in a fast-paced work environment

#### ***Education***

Must be a recent graduate or currently enrolled at least part time as a college or university student studying Graphic Design, Web Design, Web Programming or a program of similar nature

#### ***Time Commitment***

10 to 15 hours per week, per semester

#### ***Benefits***

- Experience in a non-profit work environment
- Develop and refine profession website and graphic design skills
- Future opportunities to join the Worshipsong, Inc. team

**Contact**  
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