



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

### ***Internship Description***

**Title:** Social Media Marketing 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 Social Media Marketing Intern will play an integral role in the research, planning, marketing and execution of all communication plans through social media. The intern will work with teams responsible for executing all areas of social media marketing on Facebook, Twitter and Instagram. He/She will also complete a wide range of activities requiring clear, effective communication, attention to detail and research.

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

- Research target groups and social media avenues for promotion
- Contact and maintain communication with ministry leaders and volunteers
- Work with a team to determine vision for social media marketing
- Develop and execute social media marketing plans (maintain event calendar, etc.)
- Attend events as needed to create a social media presence

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

- Proficient in Microsoft Office programs (Word, Excel, Power Point, etc.)
- Proficient in Photoshop
- Self-starter with strong interpersonal communication skills
- Organized and creative
- Must be flexible in working both independently and as part of a team
- Critical thinking and research skills

#### ***Education***

Must be a recent graduate or currently enrolled at least part time as a college or university student studying Communications, Marketing, Media or a program of similar nature

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

8 to 10 hours per week, per semester

#### ***Benefits***

- Experience in a non-profit work environment
- Develop and refine professional marketing skills
- Experience in a church planting / mobile church environment

#### ***Contact***

Holland Davis  
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