



We currently are looking for a part-time Social Media/Communications Intern. St. Stephen's Episcopal Church and School are two separate 501 ©3 non-profit and progressive organizations that work in conjunction with one another sharing six common core values. Our church and school based internship provides a total immersion environment for an intern to develop skills and be challenged in a fast-paced setting. This internship is geared toward Communications majors or volunteers who seek hands-on experience with creating promotional materials, building/managing internal/external relationships, learning communication strategies across various channels, and understanding promotional campaign reporting. Applicants need to be comfortable working with Microsoft Office/Publisher, Email Campaigning and Social Media Sites; have good oral and written communication skills, and detail-oriented.

Qualifications:

- Student's applying for this internship should have at least one year experience on social media websites (Facebook, Instagram); Social Media Platform experience is a plus (e.g. Hootsuite)
- Preferred prior working knowledge with website management platforms (e.g. WordPress and Weebly)
- Strong interpersonal and relationship-building skills in order to manage relationships with internal partners
- Excellent written and verbal communication skills
- Reliable transportation
- Some experience in Graphic Design (e.g. Creative Suite) and basic Photography is a plus
- Internship Hours are flexible (15 hours per week; some Sundays required)

Responsibilities:

- Assist in creating print newsletters, brochures, email campaigns, etc. for both church and school
- Contribute to website updating (e.g. updating content, monitoring blogs, analytics, and web traffic)
- Proof read content
- Posts updates, news and announcements in a timely manner using appropriate content on the various social platforms
- Attend events/after school activities to capture photos and social media content
- Support marketing strategies centered on SEO (search engine optimization), social media and content marketing
- Perform basic campaign reporting and analysis
- Digital event administration and organization including integration with online event platforms
- Ability to complete tasks with direction
- Desire to learn/interest in both marketing and communications
- Positive and curious attitude

Internships are unpaid at this time, whoever St. Stephen's Interns will receive a stipend of \$1000. This Internship runs from June – December 2017.

How to Apply:

If you are interested in applying, please send a resume, a cover letter as well as three references to: Toni Morales, Director of Communications, tmorales@ststephenshouston.org