

COMMUNICATIONS INTERNSHIP



Welcoming Refugee & Immigrant Neighbors

COMMITMENT: Upcoming Semester,
Start and end dates are flexible.

HOURS: 10-15 hours per week.

Hours are flexible; most work can be done remotely if candidate has access to a computer and internet.

COMPENSATION: Unpaid by Arrive Ministries, can be done for college credit or simply for experience.

SUPERVISOR: Communications Director, Kate Shermer

ORGANIZATION DESCRIPTION: A Christian faith-based organization working with local churches to assist refugees and immigrants to become self-sufficient, and to meet their physical, emotional, and spiritual needs.

PRIMARY PURPOSE OF THIS POSITION: To assist the Communications team in telling the story of Arrive Ministries: the refugee and immigrant clients, church teams, and volunteers we serve.

DUTIES AND RESPONSIBILITIES:

1. Write blogs and articles that will be used through multiple media platforms.
2. Set-up and conduct interviews with Arrive Ministries refugee and immigrant clients (sometimes coordinating the use of translators), taking photos of interview subjects.
3. Write up synopsis of Arrive Ministries events and trainings, take photos, and conduct interviews.
4. Manage and create content for Arrive Ministries' Facebook and Instagram accounts.
5. Format and post content to Arrive Ministries' WordPress website.
6. Create graphics and promotional images using Canva or Adobe Suite programs.

QUALIFICATIONS:

1. Comfortable working in a cross-cultural and faith-based environment.
2. Excellent writing and communication skills.
3. Interest in refugees/immigrants, a passion for social justice, desire to learn from other cultures.
4. Preference given to students majoring in English, Professional Writing, Communications, Journalism, Cross-Cultural Studies or Global Studies.
5. Adhere to the Arrive Ministries Statement of faith, values, and code of conduct.

TO APPLY:

Send a resume, three writing samples, and a reference from a professor, advisor or church leader to Kate Shermer, Communications Director:

kshermer@arriveministries.org