

COMMUNICATIONS INTERNSHIP



COMMITMENT: 12 weeks; the duration of one or two semesters

HOURS: 10-15 hours per week. At least 1 day a week in the office, some work can be done remotely.

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:

- Write blogs and articles that will be used through multiple media platforms.
- Set-up and conduct interviews with Arrive Ministries refugee and immigrant clients (sometimes coordinating the use of translators), taking photos of interview subjects.
- Write up synopsis of Arrive Ministries events and trainings, take photos, and conduct interviews.
- Manage and create content for Arrive Ministries' Facebook and Instagram accounts.
- Create graphics and promotional images using Canva.

QUALIFICATIONS:

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

TO APPLY:

Send a resume and two writing samples to Kate Shermer, Communications Director at kshermer@arriveministries.org

A background check and a reference from a professor, advisor or church leader will be requested upon completion of a phone interview.