

HMUMC Social Media High School or College Intern Job Description
Please email your resume to Carrie Smola, Director of Communications
communications@hmumc.org

Hamilton Mill United Methodist Church is seeking an unpaid social media intern dedicated to increasing awareness and engagement for HMUMC.

The Social Media intern will support the Director of Communications and our Associate Pastor for these ministries to develop outreach and social media campaigns to boost awareness and engagement for the church.

At first, this intern will primarily focus on the Pantry, HMUMC's food bank that serves over 400 families each week. Additional ministries might include Student Ministries, Kids Ministries and our Preschool and Mother's Morning Out programs.

This person will work closely with the Director of Communications and team to determine the social media strategy and schedule. Their main goal is to develop, design and prepare social media posts.

It is anticipated this role would require 2-3 hours of work each week, can be done virtually, and will run from end of January - May 2021. You will be asked to create a sample post once you apply.

Qualifications:

- 1) Must be at least a junior or senior in high school and can also be an enrolled college student
- 2) Must be familiar with the Pantry and be willing to volunteer there at least once a month
- 3) Experience with all social media outlets and tools
- 4) Must learn Canva tool to create social media images
- 5) Must have their own computer and access to the internet

Skills Required:

- 1) Experienced in online tools to create social posts
- 2) Experience in social media (with focus on Facebook and Instagram)
- 3) Ability to collaborate effectively and professionally with church staff and volunteers

Duties and Responsibilities:

- 1) Design social media campaigns and prepare them to be posted

- 2) Work with Director of Communications to develop a social media calendar
- 3) Ensure that all social media posts are on brand
- 4) Make sure social posts are ready and available for Communications team to post
- 5) Must meet or connect with Director of Communications each week to stay connected