

JOB DESCRIPTION

CREATIVE TEAM INTERN

CREATIVE MINISTRY

The Creative Team Intern supports the mission of Temple Baptist Church by helping share stories, promote events, and communicate clearly with the church body and community. This role is designed for someone who is passionate about using communication to make an impact and is eager to gain hands-on experience in a ministry environment. The intern will assist the Creative Team in creating meaningful, engaging, and Christ-centered content.

KEY RESPONSIBILITIES

COMMUNICATION

- Assist in creating content for social media, email, and church-wide communication
- Help write, edit, and proofread announcements, captions, and promotional materials
- Support the planning and execution of events and ministry initiatives
- Maintain content calendars and assist in scheduling posts and communications
- Capture and organize photos and videos during services and events
- Help ensure consistency in voice, tone, and branding across all platforms
- Collaborate with staff and ministry leaders to tell stories of life change and impact
- Assist with general communication and administrative tasks as needed

CREATIVE CONTENT

Based on interest and skill set, intern may have the opportunity to assist with:

- Capturing photos and videos during services and events
- Creating visual content for social media and digital platforms
- Designing graphics for events, ministries, and church communications
- Editing short-form videos and helping tell stories through visual media
- Contributing ideas to creative concepts and campaigns

SKILLS & QUALIFICATIONS

- Strong written and verbal communication skills
- A growing personal faith and alignment with the mission and values of the church
- Interest in communications, marketing, media, or a related field
- Familiarity with social media platforms and current trends
- Strong attention to detail and organizational skills
- Ability to manage time well and meet deadlines
- Willingness to learn, take initiative, and receive feedback
- Experience with design or editing tools (e.g., Canva, Adobe Creative Suite) is a plus
- Team-oriented with a positive, servant-hearted attitude

