



INTERNSHIP – Communications Assistant

The Vision

The intern who serves as the Communications Assistant will oversee the interaction between the church attendees and our assimilation process.

This role requires approximately 10-15 hours per week and is supervised by the Operations Director.

The Responsibilities

- Meet with/speak with the Operations Director weekly.
- Input and upkeep online connections database with weekly data entry.
- Respond to Connection Cards, emails, and phone calls.
- Administrate Ekklesia Groups
 - Facilitate signups at the beginning of the school year
 - Place members in groups in October and then throughout the year as new sign ups come in
 - Send out weekly email to ekklesia leaders with sermon questions and special communication from leadership team.
- Send out the e-weekly email and other church wide email communications.
- Format and print weekly bulletin.
- Provide support and administration for any other ministry events or special tasks that that the Operations Director may oversee.

The Qualifications

- Vibrant personal relationship with Jesus.
- Demonstrates character of walking in the Spirit, not the flesh. (Gal. 5v19-25)
- Competency in organization, administrative, and communication skills.
- Chemistry in working well with the leadership at Grace City.