

Wake Forest United Methodist Church
905 South Main Street
Wake Forest, NC 27587

Communication Coordinator
(Paid Internship, Remote, Part-Time)

Position Description: Wake Forest UMC, a welcoming and growing church in Wake Forest, NC, seeks a creative intern to support outreach and engagement. This remote, part-time role involves gathering and sharing stories through the e-newsletter, social media, and website to promote the church's missions and ministries. The intern will collaborate with staff and report to the Senior Pastor.

1. Qualifications:

- College student seeking a Bachelor's degree in Communication Studies or a graduate level student seeking a MDiv or equivalent degree.
- Proficient in writing and crafting compelling, concise narratives.
- Proficient in creating images with Canva or equivalent software.
- Proficient in the Meta Business Suite (Facebook and Instagram)
- Support the inclusive mission of the United Methodist Church and Wake Forest UMC.
- Being a self-starter with excellent organizational, time management, and communication skills (verbal and written).
- An eye for design and basic layout.
- Being a team player.

2. Responsibilities:

- Develop strategy for both internal and external promotion of church events, programs, news, and general information.
- Collaborate with staff through remotely attending the weekly staff meetings and as needed.
- Lead and manage all church electronic communication.
- Create and scheduling Facebook and Instagram Content including sharing as needed in community groups.
- Create a weekly church-wide e-newsletter with the latest news and upcoming events using Constant Contact.
- Create occasional ministry or event specific e-newsletters.

- Designing graphics and flyers for events and sermon series.
- Work with the staff team to keep the website up to date.
- Remotely attend the Tuesday weekly staff planning meeting.
- Other duties as assigned.

3. Position:

This Communication Coordinator a paid internship hourly position (non-exempt). This is a remote position working 6-10 hours per week that has flexibility of work hours and reports to the Senior Pastor. The rate is \$18-\$20 an hour based on experience level. Interested candidates should submit a resume, cover letter, and samples of previous work (if available) to Rev. Jim Littleton at jlittleton@nccumc.org.