



Position: Sharestuff Social Media Internship
Department: Sharestuff
Reports to: Store Manager & Volunteer Coordinator
Internship Level: Explore (minimum 8 weeks)

Working under the Store Manager & Volunteer Coordinator, this internship will be a mutually beneficial partnership in which the intern's primary objective will be focused on promoting the Sharestuff brand.

Essential Department Specific Functions:

- Research and stay current with internet marketing trends for the web and social media including SEO, analytics, page layout, photography, videos and blogs. Produce the creation of any future iterations of the Sharestuff website, Facebook page, etc. by crafting and guiding the web strategy, information architecture and working with the Heartland's Web Developer when necessary.
- Update Sharestuff's website and social media channels multiple times each week to keep Heartland attendees, customers and followers connected and engaged with Sharestuff's online presence including uploading videos and photos of recent Heartland ministry events.
- Develop a volunteer photography and video team to support Sharestuff's online social media presence.
- Write and edit copy for online, print or video display as needed to ensure Sharestuff communications are grammatically correct, accurate and optimized for each medium as directed by the Store Manager & Volunteer Coordinator.
- Attend and participate in Sharestuff ministry team meetings and complete tasks as assigned.
- Meet with the Store Manager & Volunteer Coordinator bi-weekly to monthly for supervision and personal/spiritual development. May address progress, concerns and what is being learned through the course of the internship.
- Read through assigned books (1-2) and process with Store Manager & Volunteer Coordinator. Book will be regarding personal spiritual development. Books TBD.
- Complete a Final Reflection essay. This will be a 5-8 page reflection paper detailing the intern's final thoughts about the internship including by not limited to what was learned, experience gained, best and most challenging aspects, and how this internship has contributed to the intern's personal, spiritual and professional growth.

INTERNSHIP REQUIREMENTS:

1. Follower of Jesus Christ.
2. 18 years of age or older.
3. Demonstrated leadership desire and interest in development of leadership abilities.
4. Demonstrated ability to utilize planning, analytical and problem-solving skills.

5. Demonstrated ability to handle multiple tasks and manage time effectively under the pressure of time constraints.
6. Proficient verbal and written communication skills.
7. Willingness to complete the Child Protective Program process.
8. If completing internship for academic credit, the intern must provide suitable evidence of academic enrollment and requirements for which the intern seeks to satisfy through Heartland's internship to the Human Resources Manager prior to the start of the internship.

Heartland maintains compliance with the U.S. Department of Labor Fair Labor Standards Act regarding unpaid interns, Fact Sheet #71.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR AN INTERNSHIP AT HEARTLAND COMMUNITY CHURCH. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS.

I acknowledge receipt of this job description and understand that I am responsible for knowing and performing the essential functions according to management standards (management includes my direct supervisor, the Ministry Director and/or the Human Resources Manager). If my performance does not meet expectations I will be counseled by my supervisor and/or Human Resources. I understand that neither the intern or Heartland is bound to continue the internship relationship if either chooses, at its will, to end the relationship at any time.

Print Name: _____ Signature: _____

Date: _____