



Position: Student Ministries Associate Support Intern

Department: Student Ministries

Reports to: Student Ministries Community Leader

Internship Level: Engage (3-12 months)

Working under the student ministries staff and reporting directly to the Student Ministries Associate, this internship will be a mutual beneficial partnership in which the intern's primary objective will be to support content creation and/or promotion for Delta and Genesis services, as well as special events and social media. Additionally, the intern will gain experience in all aspects of student ministries including programming, teaching, discipleship of students, event planning/execution and leadership development.

Associate Support Emphasis Options – choose ONE:

- 1) **Develop artistic direction and create video content for Student Ministries.** Work under the direct supervision of the Student Ministries Associate to create or acquire video content for Delta and Genesis services, special events, social media posts, etc. May include bumper videos, video pieces for creative communication, social media, promotional material, etc. Role may also include assisting and directing video shoots. Complete graphic design work as needed.
- 2) **Develop, implement and maintain a social media strategy for Student Ministries.** Work under the direct supervision of the Student Ministries Associate and receive hands on training on social media strategy. Create a social media schedule using the application called "Buffer". Do additional research as needed to develop a well rounded and effective plan. Work towards managing all social media platforms by the end of the internship including Facebook, Facebook Life, Instagram, Instagram Stories, etc., and responding to direct messages. May also include elements of graphic or video design, or working with outside sources to acquire those resources.
- 3) **Develop artistic direction and create graphic content for Student Ministries.** Work under the direct supervision of the Student Ministries Associate to create or acquire visual content for Delta and Genesis services, special events, social media posts, etc. May include slides, series looks, social media posts, promotional material, etc.
- 4) **Production & Creative Content**
 - a. **Gain experience as Producer for both Genesis and Delta ministry services.** Work under the direct supervision of the Student Ministries Associate and receive hands on training regarding the Producer role. Work towards regularly producing Student Ministry services, starting with Genesis. Elements consist of leading talk thru and walk thru, managing the teams for each service, and acquiring all resources needed for program (slides, game supplies, set pieces, etc). Must work with other team members including worship team, tech team, teachers and hosts to execute all elements of the program.
 - b. **Develop and create creative content and elements for programs and special events.** Again, working under the direct supervision of the Student Ministries Associate, work to develop creative content for programs on a weekly basis. May consist of creative brainstorming for series content, bumpers or graphics, games, set design, or any other program elements. Be a part of a team that responsible for developing and executing these

ideas. Complete tasks as assigned – may include: set/prop fabrication, video/graphic design, sketch writing, game creation, etc.

ESSENTIAL DEPARTMENT SPECIFIC FUNCTIONS:

- 5) **Attend and participate in student ministry team meetings and complete tasks as assigned.**
Meetings include weekly Tactical and Programming meetings, as well as monthly Strategic and quarterly Planning meetings. Responsibilities include: providing suggestions for the weekly program, series ideas, and special events; bringing concerns for consideration to enhance the Student Ministry weekly programs and structure/vision of the ministry as a whole. Complete tasks as assigned through these meetings. Attend all other team meetings as needed.
- 6) **Attend and participate in student ministry services [as needed] and complete tasks as assigned.**
Services are Sunday evenings from 4:00-7:30pm (Delta) and Wednesdays from 5:00-8:00pm (Genesis). Tasks may include set up/tear down, greeting and engaging with students, being on stage to host a service, helping to run tech, joining small groups, and helping with any other assigned program elements.
- 7) **Meet with the Student Ministries Community Leader 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.
- 8) **Read through assigned books (1-2)** and process with Community Leader. Book will be regarding personal spiritual development. Books TBD.
- 9) **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.

Requirements:

1. Follower of Jesus Christ, growing, yet mature follower of Christ called to explore career ministry.
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 including digital communication such as email.
7. Successful completion of the Child Protection Program process.
8. Video production/editing education or experience required.
9. 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: _____