

**Outreach Media Intern
St. Paul's Episcopal Church
April 2021**

St. Paul's is committed to providing social justice, equity, and service opportunities to support parishioners in practicing their Christian faith, as individuals and as a community. St. Paul's currently has twenty [outreach ministries](#) primarily focused on five broad topics:

- Caring for Creation
- Welcoming Immigrants, Refugees, and Farmworkers
- Walking with our LGBTQ+ Siblings
- Seeking Racial Reconciliation
- Working for Justice with All Our Neighbors

The Outreach Media Intern supports the St. Paul's Outreach Support Team (OST) in promoting parish social justice, equity, and service ministries. The intern will assist the OST in implementing a communications plan with particular emphasis on producing short videos on outreach opportunities, developing website and social media content, and seeking and providing links to digital resources for parishioners interested in learning more about social issues and/or participating in St. Paul's social justice equity, and service ministries.

St. Paul's is committed to ensuring the intern has learning opportunities in addition to gaining experience developing final products. The Outreach Media Intern will report to the Rector and Associate Rector.

Duties and Responsibilities

- Collaborate with the OST in informing, improving, and implementing aspects of the OST communications plan.
- Plan and produce videos consistent with St. Paul's branding, featuring St. Paul's outreach ministries, ministry leaders, and volunteers.
 - Develop interview questions.
 - Schedule and conduct interviews.
 - Shoot other footage as needed.
 - Edit, adding additional sound and other elements, to produce final product.
- Assist with designing and developing outreach components for St. Paul's website.
 - Develop a plan for the outreach page.
 - Draft webpage content.
 - Recommend layout.
- Assist with designing and developing outreach components for St. Paul's social media.
- Locate and organize outreach digital resources and links for ministry leaders and/or the St. Paul's website.

- Attend monthly OST meetings. Meet with supervisor regularly. Attend St. Paul's staff meetings.
- Liaise with Communications Committee as needed.
- Other responsibilities as assigned by the OST and/or the intern's supervisor.

Compensation and Benefits

This position is available for the summer of 2021, with flexible start dates and end dates. The internship is expected to cover a total 130 hours over 8-10 weeks (average 13-15 hours per week) which may include variable hours such as evenings and weekends. St. Paul's will provide a stipend of \$2,000.

Requirements

- High school graduate required (age 18 and above), some college preferred
- Prior experience with all elements of creating and editing short videos (approximately 1 to 5 minutes long) on any topic for posting on social media required
- Expertise in using video editing software and working knowledge of Word
- Passion for and commitment to social justice, equity, and service required
- Knowledge of and experience with faith traditions such as Episcopal teachings preferred
- Excellent written and verbal communication skills; ability to communicate effectively, clearly, and in a timely manner
- Ability to obtain and consider input from others
- Organized and dedicated individual; high attention to detail and ability to manage multiple tasks
- A highly motivated self-starter

For more information, please contact the Rev. George Adamik (george.adamik@stpaulscary.org, 919-467-1477).