

Position Title: Summer Communications Intern

The Summer Communications Intern will assist Forcey Bible Church during its transition process to a new part-time Communications Coordinator. The role is a part-time position of approximately 20-25 hours per week during the summer of 2024 (exact dates based on availability). The Communications Intern will work with church leadership and staff to develop, publish and disseminate church communications and publications. To apply, please complete the FBC Employment Application posted at www.forcey.org/media/blog/were-hiring.

Reports to: Lead Pastor

Compensation: Competitive wage

Essential Functions:

- Design, format, publish, and distribute weekly bulletin, newsletters, flyers, and other publications
- Initiate collaboration with church staff and ministry leaders, including Forcey Christian School, to develop effective communication and cross-promotion of events and initiatives
- Maintain and update the church's website
- Manage the church social media profile and develop postings which advance and are consistent with the church's mission, doctrine, and vision
- Manage the message on LED street sign, interior bulletin boards, and other signage
- Recruit and oversee volunteers to assist in communications coordination where possible
- Contribute to the overall functioning of the church administrative office staff, where needed

Minimum Qualifications

- Clear personal testimony of faith in Christ for salvation
- Full agreement with Forcey Bible Church Articles of Faith, mission, vision, and teaching
- Communication skills consistent with Christian character
- Ability and commitment to exercise appropriate discretion and confidentiality
- Excellent writing skills with an attention to detail

Skill Required

- Technical proficiency: Strong proficiency in Microsoft Office and other general office software. Willingness and ability to learn new software applications. Thorough working knowledge of major social media platforms. Ability to maintain website.

- Writing and reporting skills: Proficient grammar and spelling skills and ability to summarize communications
- Communication skills: Winsome and disarming demeanor, ability to say “no” with empathy and resolve
- Discernment: Exercising good spiritual discretion and protecting confidentiality
- Organization: Manage time, tasks, resources, and space to achieve priorities with maximum effectiveness