



Communication /Marketing Intern

Job Description:

In His Steps seeks a dynamic self-starter to assist in marketing and communication efforts. This internship is an excellent opportunity to experience various aspects of marketing while working in a Christian environment. IHS desires an individual committed to Christ and His cause.

Required Qualification

- A consistent walk with Christ.
- Must pass background check
- Excellent communication skills with the ability to confidently and clearly communicate information verbally and in writing.
- Proven expertise in writing copy for various platforms (social media, marketing and communication etc...)
- Experience with social media
- Strong project management skills
- Proficiency in internet research tools.

Job Responsibility

- Photographing events and Programs on a regular basic.
- Creating and collecting material for social media outlets like Website, Facebook, and Twitter.
- Writing and collecting stories, for a monthly email and newsletters to our network of donors, supporter and volunteers.
- Organizing and storing photos and video.
- Assisting in the design and creation of materials used in IHS fundraising campaigns.
- Assist with day to day operation. (This may involve answering phones and making phone calls.
- Update and maintain In His Steps social media presence, including daily monitoring, posting, scheduling and reporting Facebook data.
- Assist in planning, writing and managing newsletters.

- Assist with updating the organization website regularly.
- Prepare reports and maintain regular contact with supervisor.
- Firm grasp of available tools in social media space.

How to apply

Send cover letter and resume via email to Jasper Bacon at jbacon@inhissteps.org