

# Communications Intern Application



# Communications Intern: Communications Team

## OVERVIEW

The Communications Team is responsible to create, innovate, resource, market, and produce various digital and print media for TeenPact Leadership Schools. The *Communications Intern* serves alongside the Communications Team as a part of the TeenPact National Office through the 2022 State Class Season, applying creative and organizational skills across various Communications projects to help TeenPact communicate with excellence.

## ROLE INFORMATION

**Title:** Communications Intern

**Supervisor:** Director of Communications

**Status:** Part-Time Intern

**Location:** Remote

**Start Date:** November 1, 2021

**End Date:** June 30, 2022

**Time Commitment:** 10-12 Hours/Week

**Compensation:** This is a paid internship; information is provided upon request.

## EXPECTATIONS

- **Servant Leadership:** Serve with our National Office Team while supporting the mission, vision, and values of TeenPact
- **Collaboration:** Collaborate with Communications Team as well as both internal and external contacts to execute projects
- **Project Management:** Manage projects efficiently, consistently meeting deadlines and communicating and adjusting expectations as needed
- **Technical Skills:** Apply previous training and experience to fulfill project goals
- **Learning:** Learn from Communications Team about ways to improve hard and soft skills related to executing Communications tasks
- **Spiritual Health:** Maintain spiritual health and pursue spiritual growth by regularly attending a local church and sharing life with a Christian community

## QUALIFICATIONS

- TeenPact State Class Experience (*Staff or Traveling Intern Experience Preferred*)
- Strong Written and Verbal Communication
- Administrative Experience
- Experience in one or more of the following: Graphic Design, Videography, Photography, Web Design, and familiarity with the Adobe Creative Suite (*Preferred*)

Please attach a resume with the following information or fill out each section below. Additionally, please include relevant work or a portfolio with your application.

### CONTACT INFORMATION

*Please provide your most up-to-date information for us to communicate with you regarding your application.*

FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

### EDUCATION

*Please provide applicable education history, including names of schools, degree programs, or courses of study.*

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### SKILLS

*Please list applicable skills or experience that you believe would support your ability to fill this position excellently.*

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### REFERENCES

*Please provide 2-3 references who we can contact for further information and feedback regarding your qualification, competency, and character as needed. Please include their name, title, relationship, and contact information.*

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### PERSONAL INVESTMENT

*Please attach a document with short essay responses (min. 50 words each) for the following topics.*

- Describe your desire to serve in a ministry capacity with TeenPact.
- Describe your experience with the following: Graphic Design, Videography, Photography, Web Design, and similar work.
- Describe your experience collaborating with a team to execute a project.
- Describe what aspects of this opportunity interest you most.