

Digital Communications Intern Position Description

Position Title: Digital Communications Volunteer Intern

Position Location: Spokane, WA

Department/Division: Church and Community Engagement

Job Title of Supervisor: Digital Communications Assistant

Length of Opportunity: Minimum time commitment: 10 wks.
Maximum time commitment: 16 wks.

Number of Positions Open: 1

General Function: Assist CCE staff in sharing the story of World Relief Spokane through digital channels

Specific Job Duties:

- As directed by CCE staff, create content which embodies the mission and story of World Relief Spokane in substance and style
- Schedule and create posts for World Relief Spokane's Facebook, Instagram, and Twitter accounts
- Interview refugees, volunteers, and church partner members and tell their stories on the World Relief Spokane Wordpress blog
- Assist CCE staff in updating World Relief Spokane photo bank
- When possible, support CCE staff at events and refugee arrivals
- Write and edit media releases and build relationships with local media
- Assist the Digital Communications Assistant in updating the World Relief Spokane website when necessary
- Other duties as assigned

Knowledge, Skills, & Abilities:

- Competent in the use of Microsoft Office
- Initiative, high sense of responsibility and ability to plan, train, organize, while working within difficult cultural and physical environments
- Ability to work with minimum supervision and to deal with problems and issues both promptly and efficiently
- Ability to communicate clearly, both orally and in writing
- Flexible / motivated team player

Experience Preferred:

- Cross-cultural experience
- Photography and/or Videography skills
- Some experience with Adobe Creative Cloud (Photoshop, Illustrator, Lightroom, etc.)

Physical Demands:

- Ability to climb and descend stairs unassisted