

# The Friends of Israel Gospel Ministry Summer Intern Job Description

## INTERN POSITION DESCRIPTION

The media department of The Friends of Israel Gospel Ministry is looking to hire a summer intern to carry out a variety of assignments and learn various functional skills to aid in a successful career in a media -concentrated field. This is a paid position (\$12/hour) working approximately 20-35 hours a week for 10-12 weeks on a flexible schedule. Whether you are interested in graphic design, marketing, production in either video or radio, publications, writing, website coding, graphics, or all the above, this is a great opportunity! The student will perform tasks aiding our directors, editors, and managers and help in creating materials and products that help further the name and mission of The Friends of Israel Gospel Ministry. Having knowledge in the following programs is a plus but not required: Adobe Suite Programs including InDesign, Photoshop, Audition, and InCopy. The position works closely with a high performing, collaborative team that is outcome focused. Some of the daily responsibilities may include the following (will be adapted to intern's gifts and abilities):

- Updating website
- Assisting in the weekly production of *The Friends of Israel Today* radio program
- Assisting with production and editing of videos
- Designing for social media and marketing materials
- Research and writing for blog
- Digitizing books

## QUALIFICATIONS

The following qualifications are desired but not required for candidates:

- Currently enrolled in an accredited college or university
- Proficiency in G Suite and Microsoft Office Suite
- Experience in Adobe Creative Suite
- Visual design skills
- Ability to create visually appealing graphics and related material
- Ability to write advertising copy and other marketing material
- Strong organizational skills and attention to detail
- Strong interpersonal skills with the capacity to collaborate with others to complete a task
- Ability to work independently
- A self-starter with the flexibility to both work independently and as part of a team