

## **School Ministries 757**

### **Internship Position Description**

School Ministries 757 is a non-profit located in Williamsburg, Virginia whose mission is to provide Bible education to public school students during school hours through a program called "Released Time".

We are looking for an individual who would like to gain professional and practical training in non-profit operations and ministry work. This position would serve under the supervision of the School Ministries 757 board chair.

The internship is an opportunity to build one's skills in engaging and communicating with members and supporters, raising community awareness, event planning and providing critical information to the public to educate, encourage, and equip.

Duties of the internship will include some or all of the following:

- Communications – Marketing collateral design/layout, writing, editing and production
- CRM Software, writing, and editing for social media, print, web, and other content
- Website – coordination with our service provider for content updates, design, etc.
- Event Management– planning, scheduling and communications
- Research of multiple items in support of the Ministry

Candidates with experience in any of the below areas are encouraged to apply:

- Experience in outreach ministry work in a local church
- Good verbal and written communication skills
- Familiarity with Word, Excel and PowerPoint
- Understanding and application of social media platforms
- Access to a vehicle or ability to provide his/her own transportation would be a plus

#### Other

We will launch a pilot program in the fall of 2024. A MacBook Air notebook is available for use with this position. Time commitments would be flexible but likely be a minimum of 8-10 hours per week. The beginning compensation would be \$12/hour as well as reimbursement for out-of-pocket expenses, including travel. The desire would be for the position to become permanent as the Ministry evolves.

Our office is located at the Williamsburg Community Chapel, 3899 John Tyler Highway, Williamsburg, Virginia 23185. Our website is <http://schoolministries757.org/>. Applicants should complete the enclosed application and forward to [schoolministries757@gmail.com](mailto:schoolministries757@gmail.com). For additional information please contact Tom Ruch at 757-645-5090.

# School Ministries 757 Internship Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I am active in a local church. \_\_\_\_ Y \_\_\_\_ N

Name of Church: \_\_\_\_\_

Please provide an example of your involvement in outreach or ministry: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide the name and contact information of a person who knows you as a reference

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Do you have access to a vehicle? \_\_\_\_ Y \_\_\_\_ N

Do you have access to a home computer or a laptop computer? \_\_\_\_ Y \_\_\_\_ N (Note: this is not a job requirement)

When could you begin work? \_\_\_\_/\_\_\_\_/\_\_\_\_

What days of the week could you work? \_\_\_\_\_

How many hours per week would you be able to work? \_\_\_\_\_