

# Lutheran Social Services Position Description



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**Division/Department:** Advancement

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**Job Title:** Communications Intern

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**Reports to (Title):** Manager of Marketing and Communication

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**Location:** Jacksonville

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## SUMMARY

This communications internship is a 3 to 6-month, paid internship. This role requires an energetic, dedicated and detail-oriented person who can manage multiple tasks. This individual is a team-player with a willingness to learn and adapt to shifting priorities.

The communications intern will assist the Development team with tasks including, but not limited to: writing and editing, photo and video production and editing, web and social media analytics, social media content, graphic design, media relations, digital asset management, event coordination and other communications and administrative support tasks as assigned.

The ideal candidate is a recent graduate or an undergraduate/graduate student in journalism, communications, public relations, marketing, digital filmmaking, digital media, graphic design or a development-related field.

## ESSENTIAL DUTIES & RESPONSIBILITIES

### Social Media:

- Draft and schedule social media content to promote LSS blogs posts, videos and media coverage on Twitter, Facebook, LinkedIn and Instagram
- Contribute to social media quantitative and qualitative analytics reporting.
- Pitch ideas for social media content and campaigns

### Writing and Editing:

- Assist with developing and maintaining content for LSS Web site
- Assist marketing with writing blog content
- Develop pitch ideas for web content
- Assist marketing manager with creating quarterly, external newsletter content and e-blasts
- Assist development with grant research and writing

### Photo, Video and Graphics

- Take pictures and video as needed at events or happenings around the office
- Assist with creating graphics for online channels and print
- Write and distribute electronic and print newsletters for agency and specific programs for both internal and external audiences
- Assist with promotional pieces for special events, as needed

- Develop collateral materials and display pieces for trade show booth displays
- Represent LSS-Jax at trade show type events, as needed
- Develop videos and PowerPoint presentations for promotional and training purposes
- Assist with grant research and writing

## WORK EXPERIENCE & JOB-RELATED SKILLS (Required/Preferred)

### Required:

- Excellent oral and written communications skills, including a knowledge of grammar, punctuation and sentence structure
- Ability to adapt voice to different audiences
- Excellent organization skills with attention to detail and ability to multi-task
- Ability to work in partnership with other team members
- Proficient computer skills

# Lutheran Social Services Position Description



## WORK ENVIRONMENT/PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Activity:	<input checked="" type="checkbox"/> standing <input checked="" type="checkbox"/> sitting <input type="checkbox"/> mobility <input checked="" type="checkbox"/> climbing <input checked="" type="checkbox"/> balancing <input type="checkbox"/>
(if more than 2+ hours per twisting day)	<input type="checkbox"/> writing <input checked="" type="checkbox"/> crawling <input type="checkbox"/> squatting <input type="checkbox"/> bending <input type="checkbox"/> filing
Lifting to include:	<input type="checkbox"/> up to 10 lbs. <input type="checkbox"/> 11-25 lbs. <input checked="" type="checkbox"/> 26-60 lbs. <input type="checkbox"/> 61-75 lbs. <input type="checkbox"/> over 75 lbs. <input type="checkbox"/> pushing <input type="checkbox"/> pulling <input type="checkbox"/> carrying
Environmental Conditions: cold	<input checked="" type="checkbox"/> hot <input checked="" type="checkbox"/> wet and/or humid <input checked="" type="checkbox"/> noisy <input type="checkbox"/> vibration <input type="checkbox"/> fumes <input checked="" type="checkbox"/> dust <input checked="" type="checkbox"/> odors <input type="checkbox"/> mists
Sensory:	<input type="checkbox"/> hearing to converse <input checked="" type="checkbox"/> hearing to use telephone <input type="checkbox"/> talking <input type="checkbox"/> tasting/smelling <input checked="" type="checkbox"/> reading distance 1-5ft. <input type="checkbox"/> reading distance 10-30ft.
Driving:	<input type="checkbox"/> incidental driver <input checked="" type="checkbox"/> regular driver
Keying:	<input type="checkbox"/> Occasionally (2-3 hours weekly) <input checked="" type="checkbox"/> Frequently (2-3 hours daily)
Safety:	Continuously (4+ hours day) lists specifics

Willing to use private vehicle to safely transport clients

The statements included in this Job Description are intended to describe the general nature and level of the work being performed by the person assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Lutheran Social Services is an Equal Opportunity Employer**



Since 1979, Lutheran Social Services of Northeast Florida, Inc. has been filling unmet needs in the Jacksonville area. The agency was originally formed by a consortium of Lutheran congregations and community leaders in the region in response to the needs for hunger-related services. The Nourishment Network, the agency's first program, grew to become the food bank of Northeast Florida for 35 years. Over the years, additional programs were added as gaps in service were identified. Today, LSS-Jax encompasses a variety of programs, including:

- Refugee and Immigration Services
- AIDS Care and Education
- Representative Payee Services
- Nourishment Network, and
- The Sharing Place Thrift Store

LSS-Jax has 62 employees, including many former clients. As a result of our refugee work, our staff is extremely diverse, representing 14 different countries of origin and demonstrating fluency in 17 different languages. Our mission is "motivated and guided by the compassion of Christ, we serve and care for people in need."