



LIFEHOUSE

Marketing Internship Description

Title: Marketing Intern

Location: Administrative Office; South Campus and Third Ward Campus and off-site as necessary

Hours: 10 Hours Minimum per week, 3 Months, Spring or Fall Semester

Reports To: Director of Marketing and Development

Intern Summary: To gain experience in non-profit ministry marketing and development by utilizing marketing avenues such as social media, photography, and media to increase community awareness of LifeHouse.

Education Requirements: Currently enrolled in an accredited university pursuing a marketing or related degree.

Skills & Experience Requirements: Proficiency in Facebook, Facebook Stories, Instagram and Instagram Stories. Experience in social media for business or organizations preferred. Excellent verbal and written communication skills. Ability to work independently and as a team member. Excellent time management and ability to prioritize. Valid driver's license with acceptable driving record and current liability insurance. Personal vehicle to use for transportation between facilities and occasionally to locations outside of LifeHouse.

Benefits

- \$500 stipend based upon performance and fulfillment of internship
- An opportunity to earn class credit (if applicable)
- Hands-on experience in a non-profit ministry
- Network opportunities with local ministries
- Workforce preparation training including initial and exit interview, professional communication development and teamwork experience

Intern Responsibilities:

- Learn about non-profit marketing in a ministry centered environment.
 - Develop, plan and facilitate social media marketing to increase social media presence and create consistent branding. Share real-time activities to develop community involvement. Tag and share content to promote community partnerships. Follow like minded partners and share relevant content.
 - Develop and create plan for diversified social media content for various audiences.
 - Photograph and video community development events, volunteer events, and program activities. Organize digital files for future marketing needs.
 - Create press releases for appropriate events and coordinate with local media.
 - Coordinate any publicity, media, or speaker requests with Development Director.
 - Utilize creative marketing/advertising methods to attract and recruit community members.
 - Represent LifeHouse at offsite events such as church mission fairs and community service fairs.
 - Attend monthly staff meetings and weekly Director of Development meeting.
 - Other duties as assigned.
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Equipment Used: Telephone, copier, computer, other office equipment, vehicles, dolly.

Work Environment: Office environment, residential facilities or locations outside of LifeHouse as needed. Minimum 10 hours per week. Hours are flexible based on personal preference and internship needs. Minimum of 4 business hours (Monday through Thursday) required per week. Remaining hours may be fulfilled some evenings, some Saturdays and some Sundays as needed for the internship. Business casual dress during office hours and appropriate casual work attire for campus and community events.

Relations with Others: Constant verbal, written and face-to-face contact with staff, volunteers, donors and visitors. Limited resident contact. Ability to work independently, work with a team and work with large groups.

Physical Requirements: Ability to walk, stand, climb stairs, sit, bend and stoop. Some carrying or lifting (up to 20 pounds) is required. Position requires ability to see, read, write, hear and speak clearly in order to communicate with staff, volunteers, donors, clients and visitors.

Other: Able to support through word and action the LifeHouse "Christ-centered" Mission statement and the ministry's core values.

To apply: Email cover letter and resume to info@lifehousehouston.org. For more information regarding the ministry of LifeHouse, visit www.lifehousehouston.org.