

Practicum Partnerships

Reports to: Executive Director and Marketing Communications Coordinator

Remuneration: Paid

Type: Part-time (8 hr/wk)

Closing Date: November 15, 2019

Missions Fest is a Christian non-profit organisation that acts as a link between Christian mission organisations and the local church. Our goal is to deepen the church's experience of God's mission in the world. Our office has an exciting opportunity for an enthusiastic and well-organized individual to join our team as our Web and Social Media Assistant Intern.

Web and Social Media Assistant Intern - Primary Responsibilities:

- Schedule and manage content on all channels
- Support the Marketing Communications Coordinator with social media strategy
- Resourcing articles online and stories that align with the Mission Central vision
- Proof-read articles submitted externally and internally for the website
- Administrative tasks as presented by the Marketing Communications Coordinator and ED
- Assist in executing editorial calendar, including coordinating with Agency and Church Relations to generate relevant content topics for all channels

Requirements:

- Education in Digital Marketing and/or Communications
- Experience in content creation and social media strategy
- Experience with scheduling and analytics tools (ie. Hootsuite, Google Analytics)
- Exceptional copywriting skills
- Up-to-date with the newest tools and changes in platforms
- Knowledge with SEO, keyword search and adwords a plus
- Has a mature and personal relationship with Jesus

Special Note:

- Intern is required to come to the office for an orientation.
- Four hours in-office; Four hours from home
- Use of personal computer required