



MINNESOTA COUNCIL OF CHURCHES

## **Internship Position Description**

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**Position Title:** Publicity Intern

**Position Description:** The Minnesota Council of Churches represents over 1 million people of faith working for the common good. As a leading public voice for the religious community in Minnesota, the Council frequently makes public statements and organizes public events. The Council also has several program areas that directly reach out to people of faith and faith communities. This position will assist in conveying the Council's story to the media and the community at large. The intern will update contacts for media and congregations in the database, participate in creating publicity related procedures, and assist in marketing council and program events as needed.

**Supervision:** The intern will report to and will be trained by the Assistant Director of Organizational Development.

**Primary Duties:**

- Update the media contact database
- Work with staff to develop procedures of press releases, letters to the editor, and rapid response situations.
- Assist with publicizing program events
- Research e-mail contact information for congregations in Minnesota
- As needed create program event marketing plans with program staff.
- Provide other communications and publicity assistance to the development office

**Time Commitment:** The fall intern (September through December 2010) will commit 5 to 10 hours each week of the internship. Scheduling is flexible. The internship is unpaid.

**Location:** The internship is located in the Development office of the Minnesota Council of Churches, at 122 W. Franklin Ave., Suite 100, Minneapolis, MN, 55404.

**Qualifications:**

- Background or coursework in marketing or communications recommended.
- Interest in religious pluralism
- Assertiveness, confidence, and a positive attitude
- Computer literacy with Microsoft Office, Filemaker Pro and internet use
- Ability to speak, read, and write fluently in English
- Ability to work independently and problem-solve
- Flexibility, good humor, and perseverance

To apply, send a cover letter and resume to Emily Jarrett Hughes, Assistant Director of Organizational Development, at [emily.jarrethughes@mnchurches.org](mailto:emily.jarrethughes@mnchurches.org).