



# Emanuel Lutheran Church

200 GREENWOOD STREET, WORCESTER, MA 01607 508.756.6620

## About ELC Internships

Emanuel Lutheran Church offers internship opportunities relevant to the church's outreach and mission programs. With fall and spring semester opportunities, professional work experience helps students fulfill requirements, as well as learn in a hands-on environment. Ideally suited to high school juniors and seniors, experience gained from ELC internships round out college and scholarship applications with community involvement, while expanding knowledge and skills in operations, marketing, education, public relations, and advertising for a nonprofit organization.

## What You'll Receive

1. **Coaching**- Every intern is matched with a mentor/coach. All ELC mentors are members of either the Mission team or church council. Depending on a mutually agreeable schedule, mentors are available to set expectations, provide direction, answer questions and be a general support during the internship.
2. **Experience**- Develop real-world experience and leadership skills that you'll need for the next stage of your life. In a welcoming, spiritual environment, you'll receive hands-on training while serving alongside experienced church staff and ministry leaders.
3. **Acknowledgement** - Whether you are interested in vocational ministry, or other chosen field TBD, you will receive a professional letter of recommendation to aid in your pursuit of a career or degree. Demonstrated community experience is highly valued and important to both employers and universities. Letters are awarded based on mentor approval of adequate completion of responsibilities in the assigned role.

## Title: Communications/Marketing Intern

### Tasks May Include:

- Writing news and updates for the emanuelworc.org website
- Creating marketing flyers for ELC activities and events
- Developing content for the main entry bulletin board with relevant church themes/images
- Updating the front lawn yard sign with key messages (essential visibility)
- Researching best practices for church online and social media campaigns
- Collecting google analytics data from website traffic
- Documenting procedures and tips in a marketing manual
- Updating email lists and contacts for potential targeted audiences
- Additional administrative support as needed

Note: Specific responsibilities are subject to change based on church calendar and priorities.

## **Recommended Attributes**

- Strong interest in marketing
- Excellent communication skills (in person and written)
- Proven self-starter and desire to take initiative
- Confident personality with the motivation to achieve results
- Strong attention to detail
- Punctual and dependable

## **Commitment**

- Interns commit to a three-to-six-month period, for 2- 5 hours per week (depending on relevant campaigns/events on the church calendar)
- Attendance at a minimum of one Mission Team meeting during the internship period
- Attendance at a minimum of one LIPPY (Lutheran Inter-Parish Youth group of Central Mass) social event
- Meetings with Mentor as scheduled
- Reliable transportation
- Availability to assist (as mutually agreed) with special events as necessary

*Applicants from all denominations are welcome. We value diversity and encourage candidates from varied backgrounds to apply.*

To apply for this internship, please email a cover letter explaining your interest and what you will bring to the internship role to [emanuellutheran@aol.com](mailto:emanuellutheran@aol.com)