



Communications Intern Position
First Presbyterian Church, Starkville, MS
September 3, 2019

Church Background: First Presbyterian Church of Starkville is a thriving Evangelical Presbyterian Church (EPC) congregation located at 307 University Drive in Starkville, MS, which is the home of the largest university in the state, Mississippi State University. Our congregation has a rich history - founded in 1821, and the oldest Presbyterian Church in North Mississippi. With over 450 adult members, the congregational makeup consists of a diverse, multi-generational membership, with many young families, as well as university students. We have a burgeoning children's ministry and a growing young adult population. FPC has recently partnered with the Coalition of Christian Outreach (CCO) to initiate a University ministry on the MSU campus. The congregation and the leadership of the Church strongly believe the essential tenets of the EPC and are active in many ministry and mission areas.

Position Summary: Under the leadership of FPC's ministry staff and officers, and in a mature, Christian, and professional manner, the Communications Intern:

(1) Provides faithful and effective communications support to FPC's ministry; and

Hourly Position: This is an hourly position totaling approximately 10-15 hours per week.

Normal Office Hours: Coordinated with individual based on schedule and availability

Supervision: Senior Pastor/Head of Staff

In Addition to the Overall Responsibility Reflected in the Position Summary – Specific Duties and Tasks for the Position Include, But Are Not Limited to:

1. Assisting and supporting pastoral ministry of FPC's Sr. Pastor, ministry staff, and officers through office communications, promptly processing messages to assist a timely ministry response, and providing assistance in a Christian manner.
2. Assistance with preparing, proofing, printing, and disbursing weekly bulletins, as well as funeral bulletins.
3. Actively assisting FPC staff, officers, and webmaster to assure that information and outreach on the FPC website and other social media sites (Twitter, Facebook, Instagram, etc.) are updated and effective.
4. Actively assisting FPC staff and officers to assure that FPC's brochures, standard forms, and other printed information and outreach are updated, effective, and adequately disseminated and available.
5. Assisting staff in the preparation of monthly newsletter, and then assuring the printing and dissemination of the newsletter, as well as the website posting.
6. Preparing ads and articles for area newspapers and other sources, as needed and in consultation with Senior Pastor.

Minimum Qualifications

- Be a disciple of Jesus Christ and strive to continue to grow and mature in their faith and obedience
- Be able to schedule work, multitask, and provide creative solutions to problems
- Be a self-starter and able to independently learn how to do things or find resources for help
- Organized
- Friendly, trustworthy and ability to communicate and work with other co-workers
- Social Media experience including a variety of platforms
- Graphic design software experience

Preferred Qualifications

- Personal and Group ministry experience
- Digital Media development and publishing experience
- Experience with Entity Branding and Brand implementation

Position Announcement Timeline

Applications accepted until September 18, 2019 or open until filled.

Hourly Wage Range

\$9 to \$12 depending on qualifications and experience.

How to Apply

Send your resume to:

FPC Personnel Committee
c/o First Presbyterian Church
307 University Drive
Starkville, MS 39759
info@fpcstarkville.org
662-323-1994