



## Communications Intern

The Communications Intern will support the Development team in enhancing Christian City's brand and online presence through storytelling, strategic messaging, and marketing best practices. The internship will focus on expanding capacity on social media, finding and telling resident stories using words and video, assisting with developing and executing marketing components for special events, and some administrative support. Our commitment is to train the intern on several aspects of marketing and communications to provide them the opportunity to gain tangible, transferable skills in executing digital storytelling, managing a brand, developing a marketing strategy, and assisting with event planning.

Intern responsibilities may include:

- Developing strategy and content for Christian City's social media audiences that is relevant to Christian City's work and impact, including educational equity, refugee and immigrant rights, gender equity, racial equity, and more
- Research other influential social media accounts for opportunities to collaborate
- Assisting with Christian City's overall social media strategy and management to enhance our position as a thought leader in the field of refugee girls' education
- Collaborating with the Development Team to assist with Christian City's gala by assembling materials, creating graphics, and supporting on event day
- Assisting with newsletters and direct mailing of appeals to the Christian City community
- Other duties as assigned

Specific schedule requirements: Requires 8-12 hours per week between the hours of 9 a.m. to 5 p.m., Monday through Friday (at Christian City with the possibility of working a minimum number of hours virtual).

Required qualifications:

- Meticulous and close attention to detail, with the ability to self-monitor for mistakes, troubleshoot and closely follow process
- Desire to help vulnerable children and families
- Self-starter who will take ownership of a project and initiate tasks
- Works well with others in a collaborative and inclusive environment
- Proficiency in Microsoft apps and digital media

Preferred qualifications:

- Experience with Facebook, X, Instagram, and LinkedIn
- Strong copywriting and editing skills
- Strong eye for graphic design

Interested persons should send their resume and contact information to Marshall Jones Buice, [mjonesbuice@christiancity.org](mailto:mjonesbuice@christiancity.org).

\*\*A stipend is offered for this internship. Intern positions are open until filled. College credits can be arranged.



## Intern

### Eligibility

To receive consideration to participate in the CCI Internship \_\_\_\_\_ (name of) student applicant must be

- At least eighteen (18) years of age.
- Pursuing an undergraduate, graduate, or post-graduate degree; and interested in working in a public sector environment.
- A junior/senior undergraduate or graduate student.
- Willing and able to intern for at least twelve (12) hours per week during a full semester (typically 16 weeks).
- In good academic standing (confirmed by most recent official transcript or letter from the Registrar's office).
- Able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicant's eligibility to receive academic credit after completion of the 16-week internship program; and must,
- Provide two letters of recommendation from a professor, instructor, counselor, or immediate supervisor.
- Submit a written narrative explaining why he/she is interested in interning with Christian City.



### **CHECKLIST FOR APPLICATION:**

Applications MUST include:

- Written narrative explaining your interest in interning for Christian City (Not more than 500 words).
- First and second (if applicable choice of desired internship).
- Letter or statement on the institution's letterhead, from an authorized official confirming the student applicants' eligibility to receive academic credit after the 16-week internship program.
- Current resume including email address, telephone numbers, and educational/work experience.
- Two letters of recommendation from a professor, instructor, counselor, or immediate supervisor.
- Recent official transcript or letter from the Registrar's office to confirm good academic standing.

### **APPLICATION DEADLINES:**

- July 15 for Fall Semester
- November 15<sup>th</sup> for Spring Semester
- April 10<sup>th</sup> for Summer Semester

### **SEND YOUR COMPLETED APPLICATION PACKET TO (Electronic Submission Preferred):**

Christian City, Inc.  
Attn: Marshall Jones Buice  
7345 Red Oak Road  
Union City, GA 30291  
[mjonesbuice@christiancity.org](mailto:mjonesbuice@christiancity.org)

**Please note:** To be considered for an internship, application materials must be completed, per the above checklist. Also, due to the large volume of applicants, we cannot notify applicants who are not selected for internships. However, we suggest that those individuals reapply for a future internship opportunity.



## **Selection Process**

- Committees from each department review applications and select candidates for interviews.
- Selected candidates will be notified two to three weeks after the deadline as to their status.
- The number and frequency of internships available varies from department to department. A department may be unable to offer an internship for a particular semester, for varying reasons.
- **A background check will be administered once a final candidate has been selected.**

### **Disclosure Statement**

#### **Confidentiality Agreement and Acknowledgement Form**

Christian City is responsible for maintaining information that may be privileged, confidential, and/or exempt from disclosure under public law. Christian City uses and discloses personal information in accordance with the federal, state, and Board of Regents policy regarding personal information privacy.

This agreement outlines the conditions relating to access and use of records that are the property of or in the possession of Christian City. I understand that:

\*As an intern of Christian City, I may be given access to confidential Christian City information related to the residents, its business partners, clients, students, employees, donors, prospective donors and/or volunteers.

\*For all purposes, "confidential information" shall mean information, documentation, and methodology relating to or embodying all residents and/or staff Advancement database information; all information received via telephone communication, email, or mail communication; computer systems; results of survey, solicitation, or research; training programs; and all materials and methodologies relating to any of the foregoing but not including such information or documentation which I can conclusively establish:

- a) was within my knowledge prior to commencement of my initial service with the Christian City, and/or
- b) was or became public knowledge without any act on my part.

#### **I agree that:**

- Apart from my duties as an intern of Christian City, I will not, during or after my service with Christian City, discuss with or disclose to others confidential information that I have become aware of, and will only use any confidential information for the purposes of researching, informing, cultivating, soliciting and stewarding donors, prospective donors, alumni, and friends to Christian City, and not for my benefit or the benefit of any other organization.

- All materials prepared for me, and by me, for Christian City shall be and remain the property of Christian City, and apart from my duties as a Christian City intern, I will not make or permit anyone else to make any copy, abstract, or summary of this material in any form; printed, electronic, digital, or otherwise or of any other material disclosed to me in the course of my internship service.
- For the duration of my internship service with Christian City, I agree to conduct myself professionally and ethically, within the boundaries of all applicable state laws, and Christian City policies, and in accordance with the Freedom of Information and Protection of Privacy Act.
- I will adhere to all policies and practices of Christian City including, but not limited to prospect clearance, fundraising project prioritization, and event management and related protection issues.
- Any sharing of confidential information by any means may result in the immediate termination of my internship at Christian City.
- The obligations set out above survive the termination of my internship service with Christian City.

**ACKNOWLEDGEMENT**

Intern Signature: \_\_\_\_\_

Intern's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Authorization: \_\_\_\_\_

Authorizer's Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_