



COMMUNICATIONS INTERN (ROCHESTER)

The Communications Intern helps fulfill New Life Family Service's mission of assisting clients in life-affirming decisions with the love and compassion of Christ through effective communication and marketing for all of New Life Family Services' programs.

REPORTS TO:

Development Coordinator

POSITION RESPONSIBILITIES:

- Church Relations: keep Church Ambassadors up-to-date on pertinent information, schedule meetings with local churches/pastors and attend with Development Coordinator, create organized filing system for area church information
- Outreach: reach out to local organizations ensuring New Life has up-to-date referral information and that organizations have up-to-date New Life brochures/materials, schedule meetings with area organizations and attend with a New Life staff member, organize and create a system for resources and referrals
- Assist office staff with clerical and administrative duties as needed
- Attend events, booths and conferences as needed to help represent New Life and its programs.

POSITION QUALIFICATIONS:

- Studying Marketing, Communications or related field.
- Self-motivated, enthusiastic, and detail oriented.
- Outstanding organizational, time management, and problem solving skills.
- Proficiency in Microsoft Office based software.
- Strong interpersonal skills with the ability to build rapport easily and communicate well.
- Can point to tangible examples of networking/collaboration on projects/programs.
- Passionate about New Life Family Service's mission and able to promote/communicate the mission, values and goals.
- Time Commitment: A marketing and communication focused position for the 2019-2020 school year. Must be available 8-12 hours per week. Office hours are Monday-Friday from 8:30am – 5:00pm. An exit interview will be conducted to gauge intern experience and to make recommendations for improvement. This is an unpaid position but able to be used for work study and school internship requirements, if eligible.

SELF-DEVELOPMENT:

Participate in appropriate workshops and training sessions to ensure continuing education requirements are met.

CORE VALUES/COMMITMENTS:

- Demonstrated faith in Jesus Christ.
- Agrees with and adheres to Transform Minnesota Statement of Faith, Core Values, and Code of Conduct.
- Exhibit strong commitment and dedication to the sanctity of all human life.
- Exhibit strong commitment and dedication to sexual purity.
- Attend weekly staff and prayer meetings.
- Be able to express a clear understanding of the inner workings of a pregnancy care center.
- Demonstrate strong interpersonal and administrative skills.



- Exhibit strong organizational skills and the ability to manage multiple responsibilities at once.
- Exhibit ability to respect client and donor confidentiality through the safe-keeping of related information.

DIRECT REPORTS:

None

Approved By	
Date Approved	
Reviewed	