St. Andrew’s Episcopal Church – Communications Internship Job Description

Intern Duties:
- Assist with internal and external print and digital communications including, but not limited to: newsletter creation, email announcements, event publicity, social media posts, website maintenance
- Design marketing materials and internal and external communication documents when necessary
- Disseminate flyers and advertising materials when necessary
- Other duties as assigned
- Will be able to telecommute for most assignments

What you will learn:
- Design methods and practices
- Inside knowledge on small business management
- Public relations and marketing
- Time management and time-tracking methods

What we require:
- Knowledge of Microsoft Office software, including Publisher and Word, as well as Adobe software including Illustrator, InDesign, Photoshop and Acrobat
- Knowledge of Hootsuite and WordPress a plus
- Professionalism and accountability
- Creativity and a willingness to “think outside of the box”
- Effective in-person and online communication skills
- A self-starter with the ability to see a project through to completion with respect for deadlines
- Friendly and genuinely enjoys working hard

Company Overview:
St. Andrew’s is the oldest Episcopal church in Tucson, and is still in its original location in the heart of downtown in Armory Park. Under the leadership of Rev. Kate Bradsen, the progressive yet traditional congregation prides itself on inclusivity and social justice. They were recently featured in an article in Edible Baja AZ magazine for their program Neighbors Feeding Neighbors, which was started by Deacon Jefferson Bailey and was originally a part of SAAF (Southern Arizona Aids Foundation). They have also done extensive work for TIHAN (Tucson Interfaith HIV & Aids Network), the Community Food Bank, and No More Deaths among others.

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